



CITY OF DOVER

CITY COUNCIL - AGENDA

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, June 22, 2022**
Meeting Time: **7:00 pm**

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE**
3. **PLEDGE OF ALLEGIANCE**
4. **ROLL CALL ATTENDANCE**
5. **PROCLAMATIONS/AWARDS**
6. **APPROVAL OF AGENDA**
7. **PUBLIC HEARINGS**
 - A. **AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES CRITICAL FLOOD RISK INFRASTRUCTURE GRANT FOR STORMWATER & FLOOD RESILIENCE UTILITY PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)**
SPONSORED BY MAYOR CARRIER BY REQUEST
 - B. **REPROGRAM APPROPRIATION FOR WATER TREATMENT PLANT & WELL EQUIPMENT CIP PROJECT TO WATER METER REPLACEMENT CIP PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **PUBLIC FORUM**

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.
9. **CITY MANAGER'S REPORT**
10. **APPROVAL OF MINUTES**
 - A. **June 8, 2022 – Regular Meeting**
11. **MAYOR'S REPORT**
12. **UNFINISHED BUSINESS**
 - A. **ORDINANCES IN THE 2ND READING**
 - B. **ORDINANCES IN THE 3RD READING**
 - C. **RESOLUTIONS**
 1. **GENERAL FUND BUDGET AMENDMENT – FY2022 TRANSFER FUNDS INTO SCHOOL CAPITAL RESERVE FUNDS**
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
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SPONSORED BY MAYOR CARRIER BY REQUEST

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **AUTHORIZATION TO PURCHASE CISCO WEBEX DESK PRO VIDEO CONFERENCING DEVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **B14074 PORTSMOUTH-DOVER WATER SYSTEM INTERCONNECT, UNDERWOOD ENGINEERS, INC PROFESSIONAL ENGINEERING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **B22068 CATCH BASIN CLEANING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
4. **B22070 HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
5. **B22075 BULK OIL AND LUBRICANT PRODUCTS**
SPONSORED BY MAYOR CARRIER BY REQUEST
6. **B22077 SPECIALIZED MUNICIPAL LEGAL SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
7. **DOG WARRANT FOR UNLICENSED DOGS**
SPONSORED BY MAYOR CARRIER BY REQUEST
8. **CHANGING OF WARD 2 POLLING FACILITY**
SPONSORED BY MAYOR CARRIER BY REQUEST
9. **CHANGING OF WARD 3 POLLING FACILITY**
SPONSORED BY MAYOR CARRIER BY REQUEST
10. **CHANGING OF WARD 4 POLLING FACILITY**
SPONSORED BY MAYOR CARRIER BY REQUEST
11. **CHANGING OF WARD 5 POLLING FACILITY**
SPONSORED BY MAYOR CARRIER BY REQUEST



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12. SETTING VOTING HOURS FOR SEPTEMBER 13, 2022 STATE OF NEW HAMPSHIRE PRIMARY ELECTION AND THE NOVEMBER 8, 2022 NEW HAMPSHIRE GENERAL ELECTION

SPONSORED BY MAYOR CARRIER BY REQUEST

13. AMENDMENT TO MERIT, CLASSIFICATION AND PAY PLANS

SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
|---|---|
| 1. School Board (Muffett-Lipinski) | 16. Ordinance Committee (Shanahan) |
| 2. Planning Board (Cullen) | 17. Parking Commission (Hinkel) |
| 3. Appointments Committee (Williams) | 18. Pool Advisory Committee (Hackett) |
| 4. Arena Commission (Hackett) | 19. Racial Equity and Inclusion Ad-Hoc Committee (Nemeth) |
| 5. Arts Commission (Nemeth) | 20. Recreation Advisory Board (Shanahan) |
| 6. Board of Health (Thibodeaux) | 21. Solid Waste Advisory Commission (Muffett-Lipinski) |
| 7. Collaborative City Council and School Board (M-Lipinski) | 22. Transportation Advisory Commission (Williams) |
| 8. Conservation Commission (Williams) | 23. Waterfront TIF Advisory Board (Shanahan) |
| 9. Downtown TIF Advisory Board (Hinkel) | 24. Joint Building Committee – DHS (Carrier) |
| 10. Energy Commission (Thibodeaux) | 25. COAST (Shanahan) |
| 11. Graffiti Management Ad Hoc Committee (Nemeth) | 26. Cocheco Waterfront Development Advisory Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | 27. Dover Main Street (Carrier) |
| 13. Legislative Liaison (Shanahan) | 28. Strafford Regional Planning Commission (Williams) |
| 14. Library Board of Trustees (Thibodeaux) | 29. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

B. RESOLUTIONS

1. AMENDED PROMULGATION OF LAND ACKNOWLEDGMENT

SPONSORED BY COUNCILOR NEMETH

2. B22069 2022-2023 VARIOUS CHEMICALS

SPONSORED BY MAYOR CARRIER BY REQUEST

3. B22078 BITUMINOUS CONCRETE (ASPHALT) PICKED UP

SPONSORED BY MAYOR CARRIER BY REQUEST

4. B22074 WASTEWATER TREATMENT FACILITY (WWTF) BIOSOLIDS DISPOSAL SERVICES

SPONSORED BY MAYOR CARRIER BY REQUEST

5. B22076 BOBCAT E88 COMPACT EXCAVATOR OR EQUIVALENT

SPONSORED BY MAYOR CARRIER BY REQUEST

6. RESIDENTIAL PAY-AS-YOU-THROW TRASH BAGS FOR FISCAL YEAR 2023

SPONSORED BY MAYOR CARRIER BY REQUEST

7. B22067 DOVER CITY HALL CLOCK TOWER RESTORATION AND FISCAL YEAR 2022 CIP APPROPRIATION NON-DEBT FINANCED

(TO BE REFERRED TO A PUBLIC HEARING ON JULY 13, 2022.)

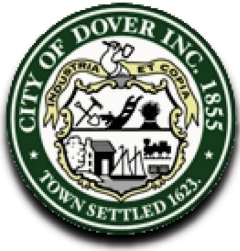
SPONSORED BY MAYOR CARRIER BY REQUEST

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

16. ADJOURN



CITY MANAGER'S REPORT



Memorial Day, 2022

June 22, 2022

Reporting on: May 2022

J. Michael Joyal, Jr.

City Manager

Report Highlights

Section 1: Customer Focused Outcomes

Ensure overall municipal service delivery remains responsive to needs of community and that response time to citizen concerns is reasonable.

Section 2: Product & Process Outcomes

Ensure overall municipal services meet and/or exceed the highest industry standards given the resources available.

Section 3: Leadership & Governance Outcomes

Effectively continue to communicate with the community at large through various means and support citizen engagement in local governance and community forums, and provide leadership in the implementation of the City's Master Plan.

Section 4: Financial & Benchmark Outcomes

Maintain and strengthen financial stability of municipality to include reporting on any financial concerns and addressing them as they may arise during the course of the fiscal year.

Section 5: Workforce-Focused Outcomes

Continue to recruit, retain and support training of employees and volunteers necessary to fulfill service delivery needs of community.

COMMON ABBREVIATIONS

ACO	Animal Control Officer	POP	Problem Oriented Policing
CREU	Community Response & Enforcement Unit	SIB	Special Investigations Bureau
DPL	Dover Public Library	SCRTOU	Strafford County Regional Tactical Operations Unit
F&G	Facilities & Grounds	Y2Y	Youth to Youth
HSRO	High School Resource Officer	DHS	Dover High School
MSRO	Middle School Resource Officer	DMS	Dover Middle School
WFRO	Whittier Falls Resource Officer		

City of Dover's Municipal Leadership Team



Michael Joyal
City Manager



Gary Bannon
Recreation Director



David Balian
Public Welfare
Director



Donna Benton
Planning &
CDBG Director



William Breault
Police Chief



Susan Daudelin
Human Resources
Director



Annie Dove
Information Technology
Director



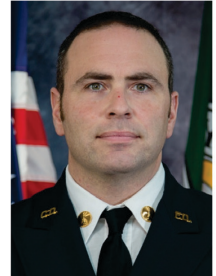
Michael Gillis
Media Services
Director



Denise LaFrance
Public Library
Director



Daniel Lynch
Finance Director



Michael McShane
Fire & Rescue
Chief, EOC Director



Christopher Parker
Deputy City Manager



John Storer
Community Services
Director



Joshua Wyatt
City Attorney

1. Customer Focused Outcomes

“ENSURE OVERALL MUNICIPAL SERVICE DELIVERY REMAINS RESPONSIVE TO NEEDS OF COMMUNITY AND THAT RESPONSE TIME TO CITIZEN CONCERNS IS REASONABLE.”

STATISTICS * RESPONSE

Community Services – Facilities, Grounds & Cemetery:

Facilities & Grounds FY2022	Burials Ash	Burials Full	Service Calls	Work Orders
July 2021	13	1	97	176
August 2021	6	1	109	184
September 2021	8	3	97	180
October 2021	9	2	84	177
November 2021	8	3	62	113
December 2021	1	1	85	128
January 2022	1	4	80	121
February 2022	0	1	58	102
March 2022	2	1	88	135
April 2022	2	3	85	144
May 2022	5	3	94	191

There were 3 full burials and 5 interments of ashes in Pine Hill Cemetery. Sixteen markers were installed, nine foundation holes were dug for monuments and 4 foundation holes were dug for benches to be put in place. Clean-up of the cemetery went into high gear in preparation for Memorial Day. Limbs and branches were picked up as the rain and wind storms continued sporadically through the month.

There were eighty-two work orders related to outside tasks. Park clean up continues, and mulch was delivered to municipal buildings and also several public areas for Dover Pride Clean-Up Day on May 14th. Clean up of excess materials was conducted later the next week. The Orchard Street Riverwalk area was also cleaned up, again, in anticipation of a wedding being held in that space. Tree pollen and other tree debris cause the walkway there to get messy throughout the summer.

Sprinkler heads were marked at locations where there is irrigation so the company doing the City's organic turf treatment, PJC Organics in conjunction with Go Green, could put down the first application of organic fertilizer and to over-seed the athletic fields and public green spaces. Mower and trimming equipment maintenance is ongoing. Keeping blades sharp is essential to the organic treatment program.

Whiskey barrels were delivered to Wentworth Greenhouses for planting. The tulip bulbs were pulled from the Upper Square flag pole island and the fountain island was cleaned out of winter debris. Wentworth Greenhouses graciously donates flowers for the whiskey barrels and the horse trough in the fountain island.

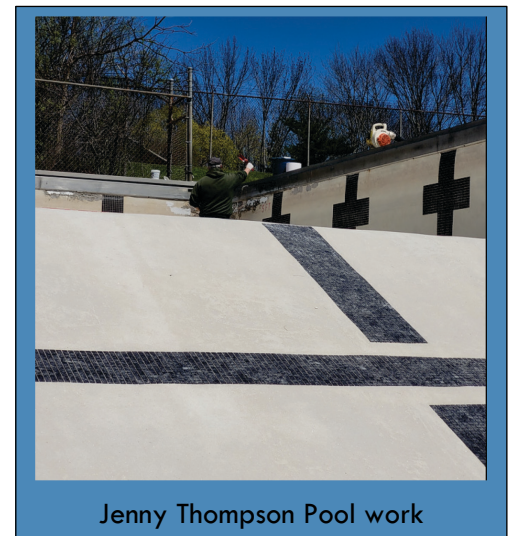
The City plants the flowers there and in the flagpole island, as well as in the Pine Hill Cemetery. Memorial Day baskets from flower trusts are placed each year at a dozen locations in Pine Hill Cemetery.

Of special note, volunteers Deb Clough and Jean Finnerty went to Wentworth Greenhouses to fill the whiskey barrels with the beautiful petunias. Beth Fischer and her bevy of gardeners, who take care of all the beds on the Riverwalk abutting Orchard Street, have been hard at work also and is greatly appreciated. Not to be forgotten are Deborah Maher and Joan Kula who give hours of their time; Joan at City Hall and Deborah who is all about town, weeding, picking up litter and helping out wherever needed. City staff are grateful for all of the wonderful volunteers who go out of their way, giving time and energy to beautify our City.

Employees continue evaluating trees to see if they are on City or private property, getting appropriate paperwork in order for the removal of a hazardous tree, and meeting with residents to discuss specific tree concerns they report. Several limbs were picked up and two downed trees were removed after storms. There were nineteen concerns pertaining to trees this month.

Four graffiti issues were addressed, as graffiti continues to be an issue in this City. The baseball field at Woodman Park was lined and groomed 9 times and the soccer fields were lined twice, as the season commenced. The Jenny Thompson Outdoor Pool was prepped, filled and is open for the summer season. Adventure Park water features were serviced and turned on, the mulch was turned over and freshened, landscaped areas cleaned up, tables and shade sails put out for the season.

Twenty work orders pertaining to sign issues were resolved with several of them needing to be put back in place. It is suspected that Senior Prank Day may have contributed to the sudden influx of signs gone missing that showed up later in other locations. The signs on the pedestrian island were knocked over *again* and repaired.



One green ball was replaced on a traffic signal head and four other concerns were investigated, pertaining to timing issues. Issues with one décor light and one street light were addressed.

Seasonal preventative maintenance work orders for HVAC equipment have shown up and Siemens will address these throughout the spring and summer season. Two issues are still waiting on parts to arrive as the supply chain issues continue. Facilities, Grounds & Cemeteries staff have shut the heat off in some locations, hoping the warm weather will continue.

Various building issues were attended to, smoke detectors were replaced at the Bellamy Park building, surveillance notice stickers were replaced to be more visible, shelving was moved and then moved again, as requested, bikes were moved from the police department to storage at Mast Rd and six work orders for supplies were delivered to various locations. The City Hall auditorium was set up for different events, including the Employees Benefits fair and a COAST staff meeting. Six keys were issued and five keys were turned in.



Concrete pad for generator

The concrete pad, for the back-up generator at the Facilities, Grounds & Cemeteries building was laid on the packed gravel pad prepared for it. The generator is expected to arrive early in June.

Flags were replaced at City buildings and public areas maintained by the City, ahead of Memorial Day. Sadly, there were several notable events that required flags to be lowered in memory of those lost under different circumstances.

President Joe Biden ordered flags lowered from May 12-16, 2022, in remembrance of the 1,000,000 Americans lost to COVID-19. This coincided with National Peace Officers Memorial Day on May 15th. May 20, 2022, saw flags lowered for Law Enforcement Officer's

Memorial Day, as ordered by Governor Chris Sununu. On May 24, 2022, the President again ordered flags be lowered, this time in heartbreaking remembrance of the 19 children and their 2 teachers killed at the Robb Elementary School in Uvalde, Texas.

Flags were raised after Memorial Day, May 30, 2022, a day that is dedicated to those who have died in service to our great country.

Community Services – Streets & Stormwater: During the month of May, the Streets Division continued to fill potholes throughout the City. Street sweeping has been ongoing. Roads slated for restriping are typically completed first, followed by the downtown area, then all remaining city streets. The city streets scheduled to be restriped have all been swept. Crews will return to re-sweep any trouble spots as needed. Large pieces of debris were removed from the sidewalks and roadways prior to sweeping.

Crews are continuing to work on repairs of mailboxes and lawns damaged during winter plowing operations. Several deceased animals were picked up along the roadways, as observed or reported, throughout the month.

City crews continued to work in the pit, located behind the Public Works Department, prepping materials for upcoming road projects. Employees mixed gravels and screened sand so that it would be ready. Street sweeping, brush cutting and brush chipping operations are ongoing.

Bark Mulch was hauled to various locations in preparation of Dover Clean Up Day.

Crews cleaned and paved a new sidewalk at the North End Fire Department.

The block structures holding the frame of the catch basins had crumbled and needed to be replaced on Boxwood Lane, Durham Road, Reynors Brook Drive and Broadway at Pearl Street.

Structures were hauled to Morin Street for a catch basin replacement.

Community Services – Utilities: For the month of May, the City's water system increased production from 1.8 MGD to average 2.1 MGD (million gallons per day). The Smith well, Cummings well, Bouchard well, Campbell Well and Calderwood well are all on line while Hughes well is on standby mode. Ireland and DPH-1 wells continue to be off line due to the PFAS levels. The contractor Penta Corp has continued construction of the new PFAS plant. The crews closed 77 work orders for the month and 1 service request.

The meter crews replaced 280 meters. The Utilities crews closed 24 work orders and 17 service requests. A leak was found behind Ireland Well. Excavating the water main proved to be difficult as it is in close proximity to the Bellamy River as well as the complex work that had to be performed. It was found that the tee of the 16" asbestos cement water main was leaking where it tied into a 12" cast iron main. The tee was eliminated because it was the original feed into the system from Ireland well. Ireland well, once the PFAS plant is complete, will have its water processed at the plant. The work took much longer than expected and while the City crews assisted the contractor, SUR, another water main break occurred on Lilac Lane at the intersection of Knox Marsh Road. This was due to road reconstruction by a private company. The water main to Lilac Lane was turned off for much longer than anticipated; the crews started to turn on the main around 11:00 pm after having the main turned off at 8:00 am.



Exposing the water main.



Water mains have been cut out.



Tee & A/C water main.

Pump station crews continued to complete quarterly pump maintenance at all 23 lift stations. Crews closed 106 work orders and 5 service requests. Eversource inadvertently placed a new pole through the sewer service in front of the day care at 118 Locust Street. The daycare did not experience any backups. Once Eversource was notified of the hit sewer lateral, they responded immediately, pulled the pole and waited as the City crews repaired the lateral.



Reported water around telephone pole.



Dye tested sewer service to confirm hit lateral.



Exposing the lateral service.

Fire & Rescue: May saw Fire & Rescue responding to 617 calls for service, an average of nearly 20 calls per 24-hour period in each day of the month. Through the National Fire Incident Management Reporting System, these calls are generally broken down into Fires, Medical Emergencies, Hazardous Conditions (gas leaks; power lines down; etc), False Calls (good intent) and Non-Emergent requests. In the current COVID-19 pandemic, Dover Fire has reduced its' personnel exposure through a reduced amount of non-emergency service calls.

In addition to the number of emergency and other assistance calls handled by the shift in the course of the month, the Chief Officers provide Command Coverage, 24/7 throughout the year. This Command Coverage ensures that a Chief Officer will be available to assume responsibilities "outside the building" during a fire or other major emergency, while emergency crews are committed inside the building. The Command responsibilities include maintaining accountability of all personnel on scene, maintaining situational awareness of the development of the situation from an exterior vantage point, managing on scene and additional resources as needed to mitigate the emergency, and providing for an overall additional layer of safety and awareness. While performing as an Incident Commander, the Chief Officer is also responsible to assure city-wide emergency services are maintained through the coordination of recalling off-duty personnel and utilizing mutual aid fire and EMS agencies. During "regular" working hours, there is always a Chief Officer(s) available to respond with the duty shift to emergencies that typically warrant this additional layer of supervision. In addition to calls during the regular weekday, at least one Chief Officer is always available to respond from home or from within the City at the time the alarm is received.

In the month of May, a Chief Officer was summoned to respond with the duty shift to 11 emergency calls. 10 of these calls occurred either after regular business hours or on the weekend.

Simultaneous calls are emergency calls that occur in an overlapping timeframe. If crews are committed on one emergency call, and another call comes in before the first one has been mitigated, it can create a situation where resources become limited, and crews need to respond to an incident outside of their response district, thus lengthening response times. With the exception of multi-company incidents such as a structure fire, Dover Fire staffing generally allows for 2 calls to be handled simultaneously without reduction in service delivery. 3 calls can generally be handled, depending on the number of crews that are committed to each call, and the location of the simultaneous calls.

FIRE & RESCUE CALLS FOR SERVICE: Fires, Medical Emergencies, Hazardous Conditions, False Calls and Non- Emergent requests.	Month	Number of Calls	Simultaneous 2 calls	Simultaneous 3/+ calls
	July 2021	505	152	65
	August 2021	578	167	76
	September 2021	598	183	63
	October 2021	591	163	58
	November 2021	553	160	69
	December 2021	550	154	52
	January 2022	591	179	65
	February 2022	463	125	47
	March 2022	546	142	63
	April 2022	514	147	57
	May 2022	617	200	101

FIRE & RESCUE MUTUAL AID GIVEN AND RECEIVED	Month	Ambulance Given	Ambulance Received	Fire Given	Fire Received
	July 2021	11	09	11	02
	August 2021	13	17	06	00
	September 2021	17	21	07	00
	October 2021	14	16	04	02
	November 2021	09	16	06	02
	December 2021	19	11	08	02
	January 2022	13	24	07	01
	February 2022	18	09	02	03
	March 2022	20	14	02	00
	April 2022	18	17	07	00
	May 2022	TBD	TBD	TBD	TBD

Below is a summary of Emergency Medical transports, listed by the receiving facility that the patient was transported to by Dover Fire & Rescue:

Facility	State	May 2022 # of individuals
Wentworth Douglass Hospital	NH	260
Free Standing ER – Dover (HCA)	NH	41
Frisbie Memorial Hospital	NH	2
Portsmouth Regional Hospital	NH	18
Mass General Hospital	MA	0
Brigham and Woman's Hospital	MA	0
Boston Children's Hospital	MA	0
Maine Medical	ME	0
York Hospital	ME	0
Exeter Hospital	NH	0
Elliot Hospital	NH	0
Total Transports		321
Non Transports/Sign offs/Refusal of Care		168

Inspection Services Division:

Inspection Services activity breakdown for May:

Inspections & Permits	
Life Safety Inspections	86
Business Inspections	24
Sprinkler / Alarm Inspections	26
Building Inspections	82
Electrical Inspections	64
Plumbing / Mechanical Inspections	74
Blasting Inspections	00
Health/Housing Standards Inspections	46
School / Daycare Inspections	21
Oil Burner Inspections	00
Woodstove / Fireplace Inspections	00
Building Permits	50
Blasting Permits	00
Certificate of Occupancy Permits	03

Police Department:

Dover Police Department Patrol Division	Calls for Service	Traffic Stops	Non-Enforcement Contacts	Incidents Handled
May 2021	1,649	690	238	2,577
June 2021	1,818	764	230	2,812
July 2021	1,776	824	223	2,823
August 2021	1,689	769	202	2,660
September 2021	1,500	460	147	2,107
October 2021	1,855	444	229	2,528
November 2021	1,785	376	180	2,528
December 2021	1,543	333	170	2,046
January 2022	1,557	348	155	2,060
February 2022	1,400	261	137	1,798
March 2022	1,661	243	141	2,045
April 2022	1,651	277	169	2,097
May 2022	1,928	341	156	2,425

Supplemental Field Operations Activity:

- Conducted checks of the Community Trail.
- Conducted daily checks of the Transportation Center.
- Conducted daily checks of City parks.
- Conducted daily checks of the parking garage as a result of concerns of vagrancy and criminal mischief.
- Conduct daily checks of the McConnell Center / Library parking area.
- Conducted frequent checks of areas known to be inhabited by the local homeless population.

Accident Reconstruction Team: The Accident Reconstruction Team was not called out during the month of May for any collisions in Dover.

Special Investigations Unit (SIU): During the month of May 2022, 10 registered sex offenders were processed by the Dover Police Department's Special Investigations Unit. The processing of a sex offender can range from the annual, semi-annual, quarterly, or initial registration, and can also include a change of address or other information that must be updated.

SIU detectives presented 13 investigations to a Grand Jury for indictment. All of the indictments resulted in a "true bill", meaning the Grand Jury determined that probable cause existed that the accused committed a

crime. Cases presented to the Grand Jury are classified as a felony offense or a misdemeanor with an enhanced penalty.

SIU detectives investigated 5 unattended death in May 2022.

In May 2022, 5 cases were forwarded to the Strafford County Attorney's Office for review and Grand Jury Indictment.

SIU detectives and members of the FBI Major Offender Task Force conducted targeted drug operations. These investigations are ongoing.

SIU detectives conducted an assault investigation that resulted in the arrest of a Dover man for two counts of Simple Assault and one count of Endangering the Welfare of a Minor.

SIU detectives attended 3 forensic interviews at the Strafford County Child Advocacy Center. These interviews are designed to document detailed information about alleged crimes that were experienced or witnessed by children.

SIU detectives referred 30 police reports to the Division of Children, Youth and Families. These informational referrals are for incidents that officers responded to in which children witnessed or were alleged victims of criminal acts or other concerning conduct.

The Special Investigations Unit is responsible for doing background investigations for police department applicants. During May, four of these investigations were ongoing.

At the end of May 2022, SIU detectives had 39 open investigations.

CREU Commander: Sergeant Mitrushi oversees the newly created Police Social Worker position and continued to focus his efforts on the proper notification process for department personnel to notify PSW Kaitlin Jones of people in need of referrals to resources. Sergeant Mitrushi reviewed calls for service, spoke with patrol officers and supervisors to look for repeat police interactions with persons that may benefit from a social worker intervention. Sergeant Mitrushi met with individuals in the community to explain the services that PSW Jones could provide. In total, 18 referrals were made in May to the Police Social Worker.

Throughout the month of May, Sergeant Mitrushi continued to check known campsites throughout the city to address the needs of the unhoused as well as complaints of illegal camping or trespassing. Sergeant Mitrushi did this on foot as well as on the department's mountain bike. Sergeant Mitrushi and POP Officer Collis began using the department's mountain bikes to access hard to reach campsites and will continue to do so throughout the summer. Sergeant Mitrushi also brought PSW Jones out to a few sites to meet directly with the unhoused residents to provide one-on-one interactions in hopes to aid in the proper referrals to social services they may need.

Sergeant Mitrushi met with Dover Middle School Officer Brynn Dunne, Dover High School Resource Officer Molly Shoer, Police Social Worker Kaitlin Jones, and Community Outreach Coordinator Vicki Harris to work on the ACERT (Adverse Childhood Experience Response Team) program. The program, which is still in the planning stages, would involve coordinated assistance provided by police officers, the police social worker, and social service providers within the community. The goal is to counteract the negative experiences the children have been exposed to. Some examples of Adverse Childhood Experiences include abuse, witnessing domestic violence, and growing up in a home with substance abuse. Studies have shown that children who experience ACEs are more likely to experience poor physical and mental health, substance misuse, and risky behaviors as adults. Programs that are able to intervene and counteract the ACEs provide decreased risk of the negative outcomes.

Sergeant Mitrushi is a suicide prevention instructor and is trained to present the NAMI Connect Program. NAMI is the National Alliance on Mental Illness and the Connect Program is a nationally recognized comprehensive model for planning and implementing suicide prevention and postvention practices. On May

17, 2022, Sergeant Mitrushi instructed a NAMI Connect Suicide Prevention class along with Suzanne Weete of the Dover Mental Health Alliance to 29 First Student school bus drivers.

On May 9, 2022, Sergeant Mitrushi and POP Officer Collis met with ServePro to address abandoned campsites in the woods on City of Dover property. ServePro had provided an estimate to clean the abandoned sites the previous month and arrived at the locations on this date to clean the sites. The officers assisted ServePro by ensuring the sites were not active and no one was camping at that location. There were no signs of recent activity.

Sergeant Mitrushi worked on creating an internship program for individuals interested in working in law enforcement or social work with the department. The manual describes the outline of the program, an interview and process to select the best candidate, a comprehensive list of necessary forms and releases, a program guide for the intern, and an instruction guide for the mentor or instructors working with the intern. Sergeant Mitrushi did this in an effort to have a uniform internship program for those looking for an educational experience with the Dover Police Department. Sergeant Mitrushi began working with his first intern this month and another will be starting in early June.

Sergeant Mitrushi is the staff liaison to the Graffiti Management Ad-Hoc Committee and attended the May 23rd meeting to discuss efforts to combat graffiti in the city.

Sergeant Mitrushi assisted in conducting a physical fitness exam for an officer candidate in the month of May.

On May 11, 2022, Sergeant Mitrushi assisted Captain Terlemezian with proctoring the sergeant promotional exam.

Sergeant Mitrushi created 10 social media posts in the month of May. Sergeant Mitrushi also attended the Law Enforcement Memorial in Concord, NH on May 20, 2022.

Middle School Liaison Officer: During the month of May, Officer Dunne assisted DMS staff with a variety of calls for service.

While at recess duty for 8th grade students on May 10, 2022, Officer Dunne observed two male students involved in an argument. Officer Dunne stepped in and determined one student was making rude and unwanted comments to the other regarding his appearance and chosen friend group. Officer Dunne separated the two and brought the issue to the attention of the dean of students. The instigating student received school sanctions for his behavior.

Officer Dunne spent some time at Dover High School on May 11, 2022 to provide additional police presence. The previous evening patrol officers received an anonymous call for service indicating a DHS student may have a "hit list" and were concerned about a potential threat to the school. When the student arrived at DHS, Officer Dunne and Principal Driscoll met with the student and confirmed the threat was not credible. The student returned to classes as scheduled.

On May 12, 2022, Dean Vail requested Officer Dunne's assistance to check the school surveillance cameras to determine who smeared pen ink on the flag pole in front of the school. During that week, students had been smearing ink on various surfaces around the school requiring extensive cleaning. Officer Dunne was able to observe and identify a student on the cameras break a pen and throw the ink on the flag pole. Dean Vail completed the follow up investigation. The student received school sanctions.

While standing outside on May 18, 2022 at dismissal time, Officer Dunne observed a student riding his bicycle in an unsafe manner. Officer Dunne spoke to the student about the school expectations regarding bicycles on school property. Shortly after, the student returned to DMS and was again riding in an unsafe manner. Officer Dunne then contacted the father of the student to inform him of her observations and the need for safe bicycle operation.

A member of the special education department approached Officer Dunne regarding the welfare of several of her students. The staff member is aware that DCYF has been involved with the family and received new information regarding an unsafe home environment. Officer Dunne was able to confirm with Det. Lynch that DCYF was aware of this new information and had already set a safety plan in place. Officer Dunne informed the staff member that DCYF was aware.

On May 4, 2022, Officer Dunne observed a student walking in the hallway quite far from her scheduled class. Officer Dunne confirmed the student was skipping class and located her hiding in a bathroom. Officer Dunne escorted the student to the dean's office.

Later in the afternoon on May 4, 2022, a student was sent to the dean's office by his teacher. Dean Vail was not immediately available to meet with him and he started to cry. Officer Dunne happened to be standing in the office at that time and asked if he would like to sit in her office to calm down. He agreed. The two talked about his behavior and why he had been sent to the office. After a bit of time, the student had calmed and he met with Dean Vail.

On May 9, 2022, the special education staff informed Officer Dunne that a special needs student had wandered away from her classroom and they were not able to find her. Although this student has never left the school building on her own, Officer Dunne is aware that she wanders from her residence quite frequently. Officer Dunne contacted patrol units to assist searching the immediate area while Officer Dunne and staff searched the interior of the school. Patrol officers located the student on Daley Drive near DHS and returned her to school without issue.

On May 12, 2022, Dean Vail asked Officer Dunne to watch the surveillance cameras to help identify a 7th grade student who made an inappropriate comment to a 5th grade student in the hallway. Officer Dunne identified the student and informed Dean Vail. The student admitted to making the comment and received school discipline.

On May 23, 2022, Officer Dunne assisted a staff member with a student refusing to return to the dean's office after walking out. The student continued to refuse to return to the office, therefore Officer Dunne escorted her to the front office where they waited for her guardian to arrive and take her home.

Officer Dunne filled in at the Teen Center on May 23, 2022. She played video games with a student and chatted with some DHS students she had not seen since they graduated DMS several years prior.

As part of Officer Dunne's daily duties, she continues to maintain a presence in the hallways, at lunch and recess, and outside during the morning and afternoon drop-off and pick-up.

Officer Dunne checks the exterior doors to ensure that they are secured several times a day and will address staff members if they prop the doors open.

Officer Dunne attends recess for grades 6-8 daily. Officer Dunne ensures everyone is acting safely and will chat with students furthering her connections with the community.

As part of Officer Dunne's volunteer role as Heart & Sole coach, she helped her team complete the practice 5k on May 24, 2022. The team runs off of DMS campus to complete this challenge; Officer Dunne and the other coaches staggered themselves to keep an eye on the team.

Officer Dunne also continued her Big Brothers, Big Sisters visits with her "little".

Dover High School Liaison Officer: During the month of May, Officer Shoer assisted DHS staff with a variety of calls for service.

On May 13th, 2022, Officer Shoer was made aware of a student reporting a past tense assault by a former boyfriend. Officer Shoer later spoke to the victim to get further detail. The victim decided that they did not want to pursue an investigation at this time.

On May 4th, 2022, Officer Shoer was made aware of a former student of Bellamy Academy who was walking in the grounds of DHS. DHS and the SAU wanted the student banned from the property. The student was later served with a trespass notification form, banning them from the property of both DHS and Bellamy Academy.

On May 5th, 2022, Officer Shoer gave a Nottingham student of Bellamy Academy a ride home from school. The student was involved in an ongoing conflict with students at DHS, and the student's parent was unable to pick them up. Due to safety concerns, the student could not ride the bus home as usual.

On May 11th, 2022, Officer Shoer was made aware of a past tense fight that occurred on the second floor between two male students. The altercation was quickly separated by faculty, and the investigation was handled by DHS without police involvement.

On May 17th, 2022, Officer Shoer assisted DHS faculty and the school nurse with a student in study hall that was under the influence. Officer Shoer spoke with the student, who was visibly upset, and slow to react. Officer Shoer later learned that the student had consumed alcohol. The student was brought to the emergency room by their guardian. This incident did not result in charges. The student will face school discipline, and was connected with the school's substance abuse counselor.

In addition to formal requests by DHS and Bellamy Academy, Officer Shoer performed various other duties as the School Resource Officer, including: prom chaperone, student interactions, daily traffic assistance, and lunch/hall/bathroom monitoring.

Officer Shoer, Officer Dunne, Police Social Worker Kaitlin Jones, and Vicki Harris continue to work towards the goal of launching ACERT (Adverse Childhood Experiences Response Team). At this time, they are still in the development phase of the program, and are actively working towards a potential launch date of September 6, 2022.

On May 31st, 2022, Katherine Burns of Amoskeg Health presented ACERT 101 for the above mentioned, as well as Chief Breault, Captain Terlemezan, Sergeant Mitrushi, and some of the organizations in which ACERT will be referring families too.

Problem Oriented Police Officer (POP): During the month of May, POP Officer Collis responded to 21 POP related calls for service, conducted 20 community contacts, assisted other DPD units 8 times, made 1 arrest, had 1 safety presentation and attended 2 trainings. Officer Collis also continued his Big Brothers, Big Sisters visits with his "little".

This month, Officer Collis assisted SIU with an investigation of a drug related first degree assault. This included travelling to Nashua to interview involved parties with SIU as well as searching for evidence along the side of I-95. Officer Collis also continued stay up to date on the latest narcotics intelligence and arrests.

Officer Collis continued to work with the City of Dover's homeless population as well. He contacted many homeless individuals and spoke with them about local resources and tried to provide assistance wherever possible. Officer Collis visited with these individuals at locations where they gathered as well as at their campsites and other areas. Officer Collis offered assistance and options ranging from a ride to ensuring they had food and were in contact with Dover City Welfare, Community Partners, the Dover PD Social Worker, and CAP. Officer Collis also monitored areas known for camping to ensure that they were kept clean and campsites were not illegally set up.

Officer Collis also took numerous calls directly involving trespassing and other vagrancy related issues. Between this and an established relationship with the involved parties, Officer Collis was able to mitigate issues and provide desired outcomes for both sides of the incidents.

Whittier Falls Liaison Officer: On May 16, 2022 Officer Cooper attended a security meeting with the Dover Housing Authority director and several other DHA members. The meeting was to discuss the potential for the Dover Housing Authority to obtain surveillance cameras for the family housing area. The surveillance system will hopefully deter crime, but will assist with clarifying issues and solving crimes.

Officer Cooper continues to work with housing in an attempt to quell neighborhood disputes. Although many of the calls are not criminal in nature, officer intervention often helps to resolve the issues. It is a huge benefit that Officer Cooper is familiar with so many residents. Officers routinely text or call Officer Cooper for her input and for resident knowledge.

Officer Cooper spent one week training a new officer. Although Officer Cooper and the trainee were assigned to patrol, Officer Cooper concentrated on any Whittier Falls Housing neighborhood calls during the week.

Police Social Worker (PSW): During the month of May, PSW Katlin Jones continued building the foundation of the PSW position through taking action steps to further define the key pillars of the PSW position.

PSW Jones continued to collect and consolidate data into a uniform spreadsheet. This included inputting information obtained from the two records management systems into an excel spreadsheet. After speaking with other Police Social Workers across the country, recommendations on vital data collection were made and Jones began inputting that data into her current spreadsheet. These recommendations will help make the data more clear, efficient, organized, and searchable. PSW Jones continued to monitor the police log and select cases that she could follow up on. She also continued to receive referrals from other department members.

PSW Jones had 18 new cases in May and 8 cases carried over from previous months. In total, PSW Jones has had a caseload of 56 cases since beginning this assignment mid-February.

PSW Jones met with PSW Elana Klein out of Cambridge Police Department to discuss what the PSW position looks like in their department and associated program development.

PSW Jones met with the University of New Hampshire to discuss research methods and data collection tools to support the PSW Program.

PSW Jones continued to work with Prosecutor Driscoll and Bob Fagan, MLADC to finalize programming for the department's Post Arrest Diversion program. This included one meeting in May. PSW Jones met with Prosecutor Driscoll's Administrative Assistant to finalize referral chain.

PSW Jones continued marketing the PSW position and met with 4 different organizations in the month of May. Those agencies were the Dover Fire Department, Dover Public Library, My Friend's Place, and Dover Chamber of Commerce. PSW Jones attended the Annual Meeting for Community Action Partnership to network with various community-based agencies.

PSW Jones attended and presented at the quarterly Police Community Engagement Committee meeting in the month of May. PSW Jones also created social media content for 3 "Wellness Wednesday" posts in the month of May. PSW Jones attended the premiere event for the Strafford County Public Health Network PSA, and was a panelist at the event where she discussed the importance of prevention work.

Traffic Activities: Lt. Speidel fulfilled the role as police representative for the Planning Technical Review Committee (TRC) for scheduled meetings on May 5 and 12, and additional staff meetings to review outdoor dining applications. Projects under review included a final joint review of the Riverfront development project, both of the public infrastructure improvements and of the mixed-use development plan for River Street. Additional projects under review include a residential development off New Rochester Road, a commercial project on Littleworth Road, and a public utility pipeline inspection station off Gerrish Road. Staff review of each project is intended to flesh out technical aspects in the purview of police, fire, engineering, and business development to help resolve potential conflicts before submission to the Planning Board.

Lt. Speidel performed two child passenger seat inspections during the month of May. Each safety check takes approximately 30 to 60 minutes and involves a review of child restraint systems in the caregiver's vehicle, instruction on proper child seat installation procedures, and discussion of safety precautions specific to the age group. Lieutenant Speidel is a certified Child Passenger Safety technician through the Safe Kids Worldwide program, and the police department provides this service free of charge.

Lt. Speidel worked with staff and volunteers from Zebra Crossings in coordinating the Moms On The Run 5K road race event on May 8. This was another of the ten scheduled events in the Dover Race Series. The Administrative Services and Parking Bureaus handled the deployment of directional signs, barricades and cones to facilitate road closures, parking restrictions and traffic diversions.

Lt. Speidel coordinated all traffic control particulars and police personnel assignments for the Spirit of Recovery 5K run/walk on May 15, which is another event in the Dover Race Series. Lt. Speidel worked closely with organizers to review and approved a completely redesigned race course, which brought the start/finish to the vicinity of the Triangle Club on Broadway.

On May 11, Lt. Speidel joined staff from the Community Services Department at a pre-construction conference with the contractor hired to perform the Whittier Street sidewalk reconstruction project. The meeting included a review of the project timeline and traffic impacts.

On May 21, the Dover Police Department provided mutual aid assistance to the University of New Hampshire Police Department for its Commencement ceremonies, helping enhance security presence and assisting with traffic control. Personnel costs will be reimbursed by the university.

On May 5, several members of the Dover Police Department assisted Woodman Park Elementary School staff with the celebration of its annual Bike to School Day event. Captain Terlemezian, Lt. Speidel and Detective Martuscello handled traffic control at key locations on the school route to ensure student safety. National Bike to School Day helps raise awareness of the need to create safer routes for bicycling and walking and emphasize the important of increased physical activity among children, pedestrian and bicycle safety, reducing traffic congestion, and concern for the environment. The police department issued free bicycle helmets to several youths during the event.



Detective Molly Martuscello and a group of Woodman Park School students prepare for the Bike to School Day event on May 5



The bike racks at Woodman Park School were full after the bike to school day event.

On May 25, Lieutenant Speidel joined staff from the Planning and Community Services Departments at the regular meeting of the Transportation Advisory Commission. Lt. Speidel prepared the meeting agenda and related materials and helped coordinate correspondence with citizens with interest in agenda items. Lt. Speidel also coordinated staff preparation and follow-up of the committee recommendations. Agenda topics focused on roadway safety and speeding concerns, truck engine braking, proposed stop intersections, and a review of upcoming bridge and roadway repair projects.

In addition to the events noted above, the Administrative Services Bureau helped coordinate or provided equipment to facilitate event parking, road closures, or provided other traffic control resources for the following activities during the month of May:

- Pope Memorial Dog Walk fundraiser event at Henry Law Park, May 14
- Knights of Columbus Road Toll fundraiser, May 21
- Sixth Street utility work and traffic detour, May 10-12
- Mount Vernon Street utility work and traffic detour, May 10

Parking Bureau:

The Parking Bureau assisted Community Services with posting numerous parking restrictions in support of street cleaning throughout the city.

Parking Manager Bill Simons addressed concerns of a Preble Street resident about parking for the restaurant at the corner of Preble/Central. The restaurant had painted in a parking space that extended onto the right-of-way and blocked the adjacent sidewalk. Improvements were made to the markings and the restaurant owner offered to monitor employees from parking on the sidewalk or parking against the flow of traffic.

Parking Manager Bill Simons assisted My Friend's Place with compliance of accessible parking regulation in their lot. They will be installing a van accessible space along with the required access aisle.

DISPATCH COMMUNICATIONS	RADIO TRANSMISSIONS	PHONE CALLS	911 CALLS RECEIVED	LOBBY CUSTOMERS	POLICE ALARMS RECEIVED	FIRE & MEDICAL ALARMS
May 2021	14,089	8,025	442	212	68	68
June 2021	14,606	7,825	457	214	93	72
July 2021	14,212	7,873	439	258	108	79
August 2021	14,302	7,821	479	224	83	83
September 2021	14,606	7,625	423	200	91	80
October 2021	14,300	7,405	413	210	103	65
November 2021	14,225	7,300	307	220	81	58
December 2021	15,888	9,144	330	138	81	66
January 2022	16,708	7,906	350	154	93	75
February 2022	14,263	7,067	297	224	72	53
March 2022	16,283	7,899	328	246	79	66
April 2022	16,608	8,803	416	183	99	64
May 2022	18,882	9,183	428	258	92	76

ANIMAL CONTROL MAY 2022	
Total Calls for Service: 69	Breakdown:
Handled by Officers/Dispatch: 56	Found/Loose Animals: 27
Handled by Animal Control Officer: 13	Welfare Checks: 10
	Animal Bites: 03
	Misc/Other: 29

Animal Control Officer Ladisheff responded to 31 voicemails and followed up on 4 incidents handled by patrol officers.

Records Unit:

Licensing Board Actions = 5

Taxi Cab Licenses	0
Notifications to City Hall	0
Raffle/Tagging Permits	0
Block Party Permits	2
Parade Permits	1
Road Toll Permits	1
Dance / Entertainment	0
Gun - Seller	0
Other	1

Public Library: May library circulation totaled 17,497 items. (7,394 adult + 5,548 children's print items; plus 4,555 items downloaded including 3,660 audiobooks & eBooks, 804 Hoopla streaming music, movies, and books, and 91 eMagazines).

97 new library patrons registered; total active cardholders 12,781.

The Dover Public Library's Book a Librarian service helped 34 community members.

The Dover Public Library's 3D printer produced 31 items requested by our patrons.

The Library's museum passes were borrowed 54 times saving our community members approximately \$1,602.50 in admission fees.

45 new patrons registered for downloadable audiobooks/ eBooks (total = 6,328) and 17 registered for Hoopla (total = 2,221).

Internet and PC uses by the public totaled 909 on library workstations, plus another 5,763 via Wi-Fi, plus 12 Chromebook loan.

The library's website statistics showed 66,290 page views by 7,288 users in 12,894 sessions.

142 meetings & tutoring sessions were hosted in the library's Lecture Hall, Trustees Room, & Learning Center.

9,215 people visited the library during May, an average of 329 per day (open 28 days).

Public Welfare Department:

Dover Welfare had 219 customer contacts. Staff also provided 26 appointments for assistance, made 9 referrals, completed 19 intakes. They had 40 other types of interactions and answered 125 calls during the month of May.

Total Permits Issued: May2022

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
21-590	WENTWORTH DOUGLAS HOSP	789	CENTRAL AVENUE	PERFORM INT. ALT/RENO. 1ST FLR CEN	C	37	1	3054945	30575
21-599	Q, LLC	110	VENTURE DRIVE	PERFORM INT. IMPROVEMENTS	C	D	1140	202268	2047
22-118	BRETT ENTERPRISES	56	OLD ROCHESTER ROAD	CREATE MULTIPLE OCC. STRCTRE, ASS	C	40	2300	500000	5025
22-128	BRUECKNER PROPERTY USA	50	EDUCATION WAY	PERFORM INTERIOR & EXTERIOR RENO	C	E	27F	2690524	26930
22-182	DOVER LODGE OF ELKS #184	282	DURHAM ROAD	ERECT A TEMP. TENT W/O SIDES	C	I	12200	1000	35
22-195	NET LEASE REALTY I INC.	165	PORTLAND AVENUE	INSTALL NEW ROOF	C	25	4300	33000	355
22-136	H-53 MAST ROAD LLC	17	STONEWALL DRIVE	CONST. A NON-COMBUSTIBLE WAREHO I		H	53AA	8577081	85795
20-273	BLOUIN	14	DOVER POINT ROAD	CONST. A DECK	R	K	30B0	6000	85
20-523	WOOD	25	TOFTREE LANE	FINISH BASEMENT TO HABITABLE ARE	R	M	11800	12000	145
21-367	MY FRIENDS PLACE	68	WASHINGTON STREET	REBUILD REAR PORCH ENTRANCE	R	G	1800	3200	57
21-468	POIRIER	24	SIERRA HILL DRIVE	EXTEND EXISTING DECK	R	K	19327	9000	115
21-527	100 BROWNING, LLC	4	HAYDEN DRIVE	CONST. A DETACHED CONDO, W/UNFNS	R	M	10212	325000	3275
21-540	COLLINS	11	TOPAZ DRIVE	CREATE HABITABLE AREA ABOVE GAR	R	G	920	6000	85
22-015	NEVIUS	130	MOUNT VERNON STREET	CONVERT. A SINGLE TO A TWO FAMILY	R	29	4100	93000	955
22-098	HO	250	LOCUST STREET	RENOVATE A BATHROOM	R	15	8800	10000	125
22-102	DONNELLY	119	PORTLAND AVENUE	REAR BLDG. ON PROPERTY, RENO. OF	R	24	13000	1000	35
22-117	LAMB	256A	DOVER POINT ROAD	CONST. A BAY ONTO EXISTING GARAG	R	L	96K0	115000	1175
22-119	HOWARD	262	MIDDLE ROAD	FINISH AREA ABOVE GARAGE, NOT APP	R	M	10220	10000	1025
22-131	MOE	40	LUCY LANE	EXPAND KITCHEN & CONST. ADD. & RE	R	G	26120	70000	725
22-138	DIAMOND CAPITAL, LLC	71 73	RUTLAND STREET	DEMO A BARN & POOL	R	14	1700,	5000	75
22-145	CARTER	210	GULF ROAD	CONST. AN ADD. FOR MASTER BEDRM	R	N	1100	83000	850
22-148	GNALL	26	BENJAMIN WAY	CONST. A FRONT PORCH	R	I	4790	20000	225

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
22-149	STRACHAN REVOCABLE TRUS	125	SPUR ROAD	CONST. A FIXED PIER W/ACCESS WAY,	R	L	2900	50000	525
22-154	BOWERS	336	WASHINGTON STREET	REPAIR EXISTING DECK, & CONST. NEW R	R	G	1010	24000	265
22-158	TAVERAS	28	COURT STREET	DEMO. DETACHED GARAGE	R	20	8200	3000	55
22-159	RUEL, STACEY	31	HOUGH STREET	PERFORM INTERIOR IMPROVEMENTS	R	30	2900	60000	85
22-161	VOSS	15	GOVERNOR SAWYER LANE	REPLACE TWO DOORS	R	17	16200	6406	85
22-164	EJA	25	MATHES HILL DRIVE	REPLACE EXISTING REAR DECK, REPLA	R	I	49260	11000	135
22-165	GOODRICH	1	PHILLIP STREET	INSTALL 1 REPLACEMENT WINDOW AN	R	A	13U0	9300	118
22-168	SALAS	64	HORNE STREET	REMOVE EXISTING DECK & REPLACE W	R	26	29D0	8000	105
22-169	CROTHERS	312	DOVER POINT ROAD	INSTALL REPLACEMENT WINDOWS	R	L	112A0	23000	255
22-170	LITTLE BAY DEVELOPMENT, L	21 23 25	LITTLE BAY DRIVE	CONST. A 4 UNIT TOWNHOU	R	8		1815286	18175
22-172	CARLONI	103	STARK AVENUE	CONST. A DECK	R	17	3900	12000	145
22-173	ROBERGE	13	FLORENCE STREET	CONST. A DECK WITH STAIRS	R	27	18030	12000	145
22-174	CAPLETTE	70	TIDEVIEW DRIVE	REMODEL KITCHEN	R	I	2170	20000	225
22-179	CHAPIN	2	WESTWOOD CIRCLE	INSTALL REPLACEMENT WINDOWS & 1	R	F	17G0	40236	428
22-180	DEANDRADE, CASEY	51	DURHAM ROAD	RELOCATE FIRST FLR BATHROOM	R	I	9B51	9000	109
22-184	CARPER	28	OLD ROCHESTER ROAD	RENEWAL BP21-106, CONST. A REAR AD	R	40	32A0	0	75
22-186	MCGARTY	5	WINGATE LANE	INSTALL REPLACEMENT DOOR & WIND	R	I	503	18000	204
22-187	KOHTZ	103	FOURTH STREET	PERFORM INT. DEMOLITION ONLY	R	32	3700	23500	260
22-189	ROCKWELL	61	DANIELLE LANE	INSTALL AN ABOVE GROUND SWIMMIN	R	I	47180	16038	185
22-192	ST. PETER	23	WHITTIER STREET	ADD A BATHRM IN BASEMENT	R	E	8210	12500	150
22-193	HADD	59	BOXWOOD LANE	CONST. A BALCONY	R	B	2130	2000	45
22-194	GUERRETTE	24	CHERRYWOOD DRIVE	REMODEL KITCHEN	R	B	420	20000	225
22-196	JONAK	207	EMERALD LANE	RENEWAL PERMIT TO FINISH BASEMEN	R	F	1530	0	75
22-198	KENNEL	7	ARBOR DRIVE	INTALL A TEMPORARY ACCESSIBLE RA	R	I	79E	2000	45
22-210	DODGE	33	RICHARDSON DRIVE	REPLACE DECK WITH LANDING AND ST	R	F	5500	2500	50

Permit #	Owner's Last Name	Street #	Street	Description	Type	Map	Lot	Construction Value	Fee
22-212	WIXSON	28	ELLIOT PARK	REMOVE & INSTALL ASPHALT SHINGLE	R	17	022	26000	285
22-217	FLITTER	392	BLACKWATER ROAD	CONST. A PLATFORM & STAIRWY TO E	R	A	26A0	3000	55
22-218	PEARL LAKE HOLDING CO.	100	FOURTH STREET	ADD A BATHROOM	R	32	600	12000	145

Total Permits Issued: 50

Total Construction Value: \$18,067,784.00

Total Fees Collected: \$182,368.00

Type of Permits Issued		Certificate of Occupancy's	
Commercial	0	Change of Use	0
Commercial Renovations	5	Commercial	0
Convert 1 to 2 Fmly Dwlg	1	Convert 1 to 2 Fmly Dwlg	0
Two Family Dwelling	0	Two Family Dwelling	0
Multi-Family Dwelling Units	4	Industrial	0
Industrial	1	Renovations	1
Industrial Renovations	0	Manufactured Dwlg	0
Manufactured Dwelling	0	Multi-Family Dwelling Units	0
Single Family Dwelling	1	Single Family Dwellings	2
Renovations Dwelling Unit	40	Accessory Dwelling Unit	0
Demo. of a Dwelling Unit	0		
Accessory Dwelling Unit	0		
		Total	3

2. Product & Process Outcomes

“ENSURE OVERALL MUNICIPAL SERVICES MEET AND/OR EXCEED THE HIGHEST INDUSTRY STANDARDS GIVEN THE RESOURCES AVAILABLE.”

PROGRAMS * PRODUCTION

FIRE & RESCUE: Twice per week in the month of May, Deputy Chief Chabot continued to meet with representatives of CSI, the records management system (RMS) in an effort to configure the system to work with the fire departments reporting and documenting needs.



Dover Fire & Rescue is always happy to help show their Dover Pride. Pictured to the left are members hanging the Dover 400 banner on City Hall.

PLANNING & COMMUNITY DEVELOPMENT:

In early 2020, the City Council approved a purchase of online permit program for land use and building processed permits. The program is a significant investment for the City and staff is working to ensure that it is an investment that is easily used by stakeholders (internal and external) to ensure buy in by the end users. Between October and December, Planning staff continued to work with IT staff and the vendor to review various permits and the data needed to review and process them. In addition, staff worked on converting historic data into a format that can be brought forward in the new database to create one repository for historic and current data. This spring, Planning staff attended numerous training sessions and are currently testing out the new software to work out as many kinks as possible before going live. There will be a soft/internal roll out beginning May 16th and official roll out of the online software is July 1st for the public.

Director Benton met with the Executive Director of the Dover Housing Authority on different programs and processes to improve housing diversity and options in the city.

Zoning Administrator had a follow-up meeting with the City's Asset Management Administrator on March 21 to work through parcel data and zoning discrepancies identified in the MapGeo interactive mapper and work towards solutions.

Director Benton and the City Attorney continued to work with the Northern New England Passenger Rail Authority on a revised station agreement and a donation agreement approved by City Council on May 11th for Dover400 to donate special panels for the wayfinding signs throughout the city.

Planning and Community Development staff continued work on the Community Facilities & Utilities Chapter of the Master Plan, with Community Services staff and the project consultant, Resilience Planning & Design. Stakeholder interviews were held over the winter and Director Benton met with the consultant for an update and held a meeting in late February. The consultant, steering committee, and staff reviewed drafts in March and continuing to make edits with the plan to bring to the Planning Board in June.

Planning and Engineering staff are working with a consultant to design the 2015 Downtown Pedestrian and Vehicular Access Study. A kick off meeting was held on March 14 and a downtown site walk occurred on April 12 between the consultant and Planning and Engineering Staff and the Deputy City Manager where various intersections and traffic patterns were observed and potential design improvements were discussed. A meeting with AbleNH occurred on May 11th to gain their insight as a stakeholder.

Director Benton reviewed the proposed Wetland Ordinance Amendments with the Planning Board, local developers, and residents. Additional changes appear necessary and further editing between staff, the committee, and consultants will continue. Director Benton provided additional comments to SRPC and a new meeting will be scheduled for June.

POLICE DEPARTMENT:

In the month of May, the FBI's Criminal Justice Information Center conducted a routine audit of several New Hampshire law enforcement agencies to include the Dover Police Department. The department's procedure for weapons permits and for evidence and property, return of firearms was reviewed under the rules pertaining to the National Instant Criminal Background Check System (NICS). The administrative review concluded that the Dover Police Department has appropriate system safeguards in place.

Also in the month of May, the Dover Police Department was the subject of an Information Technology Security Audit conducted by the FBI's Criminal Justice Information Systems Division. The FBI performs an audit every three years to assess compliance with the CJIS Security Policy. The department's IT Administrator Brian Bortz was the FBI's main point person for the audit, completing a comprehensive questionnaire to outline the agency's IT infrastructure and policies, and meeting with auditors to review IT system and security policies. This audit was successful as well.

Teen Center:

Total attendance for the month of May was 237 participants on 16 days of programming. The Teen Center is using a 20-participant maximum per afternoon to keep within safe practices of physical distancing

May provided a possible 300 reservations and 237 were filled (79%), via Sign-Up Genius. These include special events and trips that had separate Sign-Up Genius events created for reservations.

Some program highlights for the month of May 2022 included, but were not limited to:

- ***TC After School Program – May 2022***

Program Features...

- *“Friday Flix” (Movie & Popcorn Afternoon)*
- *8-Ball Billiards Tournament*
- *Welcome Spring, “LUAU BBQ”*
- *NH Fisher Cats Baseball Game Trip*
- *Alley Hoops Hot-Shot Contest*
- *Ice Cream Sundae Social*
- *“May the 4th Be With You” Star Wars Day Celebration*
- *Intern Appreciation Trip – York Beach (Beach Games & Picnic)*
- *Featured Snack Special Days: Tacos, Hot Dogs, Pasta-Fest!*

- ***TC Facebook Page & Sign-Up Genius Portal***

Continued efforts are made to maintain the TC Facebook bulletin page and Sign-Up Genius scheduling portal with resources, program/schedule announcements, inspirational messaging and best practices. Staff also share photos of TC youth participants to continue to promote all opportunities provided at the TC.

- ***TC Youth & Family Outreach***

A weekly email is sent to connected families and youth, to encourage sign-ups for the daily afternoon reservation slots through the Sign-Up Genius online portal. Announcements, webinars, trainings and opportunities are also shared on a weekly basis.

- ***TC Kitchen Installation Project***

Work continues. Project scope brings us to a finish date that looks to be late June, and will yield a brand new commercial-grade kitchen where the TC can provide cooking classes and special events.

With the Spring Undergraduate Interns graduating in May 2022, the Teen Center is in transition with support staffing, as new “Summer” (May-August) interns begin their appointments.

The Teen Center received (6) new registrations in May 2022.

Community Service Program: The youth community service program tracked four participants in the month May 2022. A total of 2 hours of community service work was completed with none of the participants finishing their assigned community service hours.

Diversion: The Diversion Committee did not meet in May but will meet during the month of June for intake of the newest case pending.

PUBLIC LIBRARY:

The Dover Public Library hosted 81 programs in May which were attended by 935 community members. These programs included passive, virtual and in-person as the Library strives to reach out to the community in various ways.

These included: 7 D & D sessions with 45 attendees; 8 Beyond Books Story times with 76 attendees; 2 Big Kids Storytimes 11; 4 Shake Your Rattle and Roll with 182 attendees; 4 Family Story times with 77 attendees; 1 Encanto Snapology Lego Program with 29 attendees; 2 Knitting Group 21; 5 Book Group 35; 3 Creation Station 249; 1 NH Humanities Council: Hooked: Narratives of Addiction, Recovery and Redemption 21.



Knitting Group



Snapology

In honor of May being Asian American and Pacific Islander Heritage Month, representatives from Indonesian Community Connect (ICC) visited Dover Public Library to speak about their work in the creation of the world's first Little Indonesia, located in downtown Somersworth. The presentation included a look at the plan and phases for the project, current work the ICC is doing, and a look at some items from Indonesia culture - including batik shirts, angklung musical instruments, and a headdress made of bark and cassowary feathers!

Emily Ainaire, Teen & Information Services Librarian, collaborated with Kristin Whitworth, Dover High School Librarian, to bring Dover Public Library's Summer Reading Program information to several classrooms and to also sign kids up for Library cards.

The community has been requesting notary services from the Dover Public Library due to our evening and weekend hours. We are happy to announce that we now have 3 notaries on staff.

PUBLIC WELFARE:

The Public Welfare Director attended Community Care Team (CCT) meetings. These Zoom meetings are held twice a month by a number of agencies to discuss various clients so all are aware of who is getting what assistance. The agencies do this to coordinate care and services.

The Director also had a meeting with the NHLWAA executive board to discuss issues around statewide concerns.

Two meetings were also held to consider doing Welfare cases for Rollinsford.

RECREATION DEPARTMENT:

Gym: The last session of Interval Strength classes with Lisa for the school year have begun and will run through mid-June in the dance studio and are now accepting drop-ins again. Spring sports are on-going. Cocheco Lacrosse utilizes school fields, Dover Baseball and Dover Youth Softball use a combination of their own fields and City fields and Garrison City FC uses the Shaw's Lane fields. Dover Little Green Cheerleading has also started their off-season conditioning in the DMS & DHS gyms. Outdoor Pickleball courts continue to be popular – all 8 are often full on the weekends, especially in the mornings. Use is consistent throughout weekdays as well. They are open on a first come first serve basis with the exception of Tuesday & Friday mornings when they are reserved by the Dover Senior Center program. The Butterfield gym continues to be utilized during inclement weather for indoor pickleball on a reservation only basis. Summer playgrounds program at Horne Street is full. Planning is on-going in addition to trying to hire summer staff. Summer Arena programming is now taking registrations on our online site – <https://getactive.dover.nh.gov> and the site will be utilized for summer swim lesson registration in June. Almost all programs are now able to have registrations on-line as well as payments for camps and training sessions. New spring 30+ men's basketball league began games on May 9th and continued on Monday and Thursday evenings in the Butterfield gym. There are 5 teams and will play an 8-game regular season followed by single elimination playoffs, wrapping up the end of June. All new basketball personal and small group training with Colby "Bub" Conway began at the Butterfield gym. Saturday and Sunday afternoons as well as Wednesday evenings saw several young athletes working on their game in the off season.

Pools: May was a busy month at the pool. Recreation swim, Therapy swim and Hydrofitness classes remain at higher than Pre COVID numbers consistently. The Jenny Thompson Pool opened last week for Seacoast/Solo Aquatics and evening lap swim. Management was able to put enough staff together to expand the hours of the Outdoor Pool beginning the week of June 6th. They will also be able to keep the Indoor Pool open for a full day during the two week expanded hours of the Jenny Thompson Pool. The Outdoor pool has been running well after some minor mechanical adjustments from the startup process. The Indoor Pool has also been running well. Programming for the school year has concluded as far as swim lessons. All classes were full with infant/toddler being the most popular. Summer programming part one for the first two sessions is advertised. Registration for Dover Residents will be June 6th at 8am and non-residents will be June 13th at 8am. Expect that the program will be full and will begin at the end of June. Private swim lessons will resume in June, with swim instructors eager to work. Reach for the Top will conclude the week of June 16th for the summer. Henry Law Park and the Rotary Arts Pavilion calendars are almost completely full on weekends until the fall. There are multiple programs happening on the same days. Staff held an American Red Cross Lifeguard course at the end of April into beginning of May. There were nine participants and 1 recertification. The class resulted in one new staff member. We also held first American Red Cross Water Safety Instructor course, which resulted in 3 successful candidates out of 5 enrolled. Will run another course in the fall. Rentals: Seacoast Swim, Reach for the Top, Portsmouth Scuba. Birthday Parties: 10

Ice Arena: May at the Dover Arena is a busy time as staff wraps up the spring programs and take out the Holt Ice. Ice was taken out on May 17. The Spring 3 on 3 ended its 7-week season as well as the spring session of the Arena's Learn to Skate and Youth Intro to Hockey. While the ice is out, staff will be busy with regular maintenance, cleaning and painting of the facility. The sprinkler renovation project will now continue to the Holt Rink during the break. Camp Kool preparation is under way as staff begin interviewing for the counselor positions and staff trainings. Roller derby will continue their practices Wednesday nights during the break. The month of June means the beginning of Camp Kool and preparations for ice to go in on the Holt Rink. Maintenance, cleaning and painting of the facility will continue throughout the month. The Holt Ice will be ready for skating on July 5th. Adult and Youth Stick Practice: 197 skaters, Birthday Parties: 1

Senior Center: This month continued with Chair Yoga, Tai Chi and pickleball, as well as daily games and activities at the senior center. A space was found to leave the ping pong table set up and staff are now inviting members to use it on a reservation basis. Staff is planning new trips for 2022 including the Painted Canyons of the West and Spotlight on San Antonio - and the calendar is filling up! The Center had the first international trip since the pandemic to visit northern neighbors in Ottawa, Ontario, Canada. The month finished up with UNH OT for the semester and staff look forward to having them back in the fall. In June, staff will be welcoming back some pre-Covid programming including a new Yoga class, Dr. Dan, and Spanish classes in the center. UNH OT Group: 12 participants

*Pictured right: Dover Seniors
meet the Mounties Ottawa*



3. Leadership & Governance Outcomes

“EFFECTIVELY CONTINUE TO COMMUNICATE WITH THE COMMUNITY AT LARGE THROUGH VARIOUS MEANS AND SUPPORT CITIZEN ENGAGEMENT IN LOCAL GOVERNANCE AND COMMUNITY FORUMS, AND PROVIDE LEADERSHIP IN THE IMPLEMENTATION OF THE CITY'S MASTER PLAN.”

OUTREACH * COMMUNICATION

Executive:

Office of Media Services:

In May, Media Services provided numerous updates on a variety of city and school projects, public services, and current events. These included education updates; special events; road, development and construction projects; weather and storm information; and previews of upcoming meetings of public bodies.

Media Services continued to update the Fiscal Year 2023 online budget portal, part of the Budget Revealed initiative to help residents understand the budget process, through the adoption of the budget in May. The online pages were continually updated with information about the proposed citywide budget, including video coverage of all budget meetings and all budget documents presented to the City Council. Media Services also generated frequent updates about the budget process for Dover Download, the website and the media, and the weekly Budget Revealed newsletter. Following the adoption of the budget, Budget Revealed was updated with additional documents, including the final resolution.

Media Services in May provided live coverage of several city and school events, including a visit from high school civics students. During the two-hour session, city officials and elected officials explained how local government works and fielded questions from the students.

Media Services in May assisted with the coordination and coverage of the annual Memorial Day ceremony, in conjunction with the Woodman Museum.

Media Services continued to provide assistance to Dover400, including media content and committee assistance.

Media Services in May continued production on a new video series for the School District. The series, “Empowering All Learners: Conversations with the Superintendent,” help highlight some of the district’s many educational initiatives throughout the schools. Among the new episodes is a look at the Great Schools Partnership.

In May, Media Services sent out 75 email newsletters, including the weekly editions of Dover Download, special alerts, departmental and project updates. These newsletters are designed to help communicate a wide variety of information to the public, of general interest and for specific projects and topics, and to instill the city’s commitment to community stewardship. More than 260 updates were posted to social media and other external communications platforms.

Media Services in May worked to fulfill multiple requests for photo and video media from the media, as well as regional organizations, and the Greater Dover Chamber of Commerce.

Media Services in May distributed 70 news releases across multiple platforms for other city matters, including ongoing projects and special announcements.

Office of the City Manager:

The City Manager's Office coordinated the City of Dover Blood Drive in May and was in competition against the towns of Durham and Newmarket. The results were as follows:

- Newmarket is in 3rd place at 92.6%
- Dover is 2nd with 92.9%
- Durham took home the title with 114%

This was for a great cause and all three locations had terrific turnouts making the event a huge success. The winning town manager was taken out to lunch last week by the losing city/town managers.

Fire & Rescue: Captain Hanna and Firefighter Reno went to Dover high school on 5/10/22 to discuss city government and citizenship with a Unified Government Class. Unified classes pair DHS students with disabilities with peers to help them with classwork, social skills and communication. The class is ED 500 and taught by Jess Bonello. Captain Hanna and Firefighter Reno discussed how the fire department is organized and how the fire department fits into the overall City Government. Captain Hanna and Firefighter Reno further discussed how the fire department is structured, what the fire department's responsibilities and capabilities are, and how the fire department is involved with the community. The discussion was extremely well received by Ms. Bonello and the students. The students had great questions about fire department day to day responsibilities which generated a fantastic back and forth conversation.

This was a great opportunity for Captain Hanna to provide his perspective, being the department's senior-most employee. And for Firefighter Reno to be involved in an activity outside of her normal responsibilities at work as well as for the students to interact with and be inspired by a female firefighter and paramedic student.

Chief McShane and the City's Media Services worked together to release a Heat-Safety Public Service Announcement. An unseasonably warm weekend in early May precipitated the release of this PSA which included heat-safety guidance and resources for citizens.

May 5th, in conjunction with the monthly meeting of the Seacoast Chief Fire Officer's Mutual Aid District, Division Chief Irwin sat in a "round table" discussion with the New Hampshire Chiefs with Department of Safety Commissioner Quinn, Director Cutting, & EMS Bureau Chief Romanello to discuss the current state of New Hampshire Fire & EMS services and where it needs to be.

Planning & Community Development:

The Department of Planning and Community Development continued to update its newsletter, Facebook page, and Twitter feed to communicate with the public. The Department of Planning and Community Development has 768 Facebook followers (City of Dover NH Planning) and 904 followers on Twitter @DoverNHPlanning)

The Department of Planning and Community Development promoted the Dover Community Trail through the Facebook fan page for the trail (with 2,940 likes and 3,202 followers).

The Department of Planning and Community Development sent 265 new homeowner letters to residents. These letters include information about the zoning of the lot, and how to be involved in the community.

Planning and Media Services staff have created a video preview of Planning Board agenda for the Planning Board meetings. The videos include the plans themselves with a detailed introduction of the plan, and opportunities for engagement.

Planning and Media Services staff continued to develop and enhance an electronic “newsletter” for planning related items. Content included meeting summaries, meeting previews, and various special topics about ongoing improvement in the office, reviewing census data, housing affordability, wishing departing staff and board members well, staff bios and book reviews.

Planning Staff created a city-wide mailing regarding the posted Zoning Amendments advertising the public hearings on June 28 and July 26th. Amendments include changes to the Vehicle Refueling and Recharging and auto service stations, self-storage facilities, rezoning in the Fisher Street/Rutland Street area, replacing “sub-grade” with “fully below-grade”, adding green roof/solar requirements to the C, IT, and CM districts, and fixing errant references.

Police Department:

Dover Youth to Youth: Dover Youth to Youth members attended the *Mobilize against Tobacco Lies* conference in Albany, NY from May 17th to May 19th. The conference involved many groups from New York in addition to Dover and other attendees, and coincided with the Altria-Phillip Morris shareholders meeting on May 19th. A total of 12 Dover Y2Y students and 3 Y2Y staff were in attendance during the conference.

During the event, Dover Y2Y students presented two training sessions, *History of Phillip Morris Lies* and *How to Plan a Rally Event*. The students also received training in the social, economic and environmental impact of the tobacco and nicotine business, as well as training in corporate structure, the role of shareholders, shareholder meetings and corporate responsibility.

Dover Y2Y also participated in the Altria/Phillip Morris Shareholders meeting. All attendees watched the meeting as it was projected onto the screen. Five Dover Y2Y students obtained access to officially attend the shareholder meeting and logged in to ask questions of the corporate bosses - which were answered by Altria CEO Billy Gifford.

Following the shareholders meeting, Dover Y2Y participated in a large rally event held at a park in downtown Albany attended by over 100 conference participants from New York, New Hampshire, and other states. The rally focused on the students’ objections to the usage of candy flavorings and menthol in tobacco products. Y2Y students helped out by leading chants, passing out palm cards, and displaying posters.



Dover Youth to Youth students presenting at a large youth tobacco summit in Albany New York in May.



Dover Youth to Youth student Luisa Pelletier (at podium) shown addressing the media about flavorings in tobacco products at a student rally and press conference held in downtown Albany NY.

Dover Y2Y member Luisa Pelletier collaborated with a student from NY to prepare a press release and the 2 students led the press conference during the rally. They were also interviewed by NY Public Radio.

During the month of May, Dover Youth to Youth also students produced a video PSA titled Let's Talk About It for the Granite Youth Alliance Film Festival. The PSA addressed the stigma associated with recovery and how anyone can experience a substance abuse problem.

Dover Coalition for Youth: Vicki Harris is a key member of The Strafford County Prevention Leadership group which meets monthly and is working on a variety of projects. The group just finished the audio recording for a short video explaining prevention and how the community can practice prevention strategies. The animation for the video has been created and the group held a "Launch Event" on May 4th to premier the video and promote National Prevention Week Activities.

The Coalition continues to work closely with the Dover High School to address vaping. The Coalition worked with Youth to Youth students to develop a series of vaping prevention posters as a part of the "Lab Rat" campaign. In addition the Coalition has provided the school with 50 vaping quit kits that contain a variety of cessation resources. The kits are designed to be given to students who are caught vaping.

Other: The Police Community Engagement Committee met on May 5, 2022. The Chief provided updates to the group regarding the Dover Mental Health Alliance subcommittee study that is currently in progress. He also provided an update on the City of Dover's budget which had been passed the night before. Captain Terlemezian then spoke to the group about the department's Community Response and Engagement Unit. Lastly, the committee received a Powerpoint presentation from the department's Police Social Worker, Kaitlin Jones. She told them about the duties of her position, how she receives referrals, how she connects people to services, and she provided some specific examples of individuals and families that she has helped.

On May 27, 2022, Sergeant Mitrushi and POP Officer Collis provided CRASE training to daycare teachers and staff at the Dover and Madbury Little Tree Montessori School. The training focused on response to active shooter events, which included scenarios, recommendations for actions that the school staff can take, and an explanation of what to expect from the Dover Police Department when responding to an active shooter incident.

Public Library:

Denise LaFrance, Director of the Dover Public Library, conducted historical tours for approximately 100 Horne St. School 3rd graders.

Karin Mayer-Gottlob, Assistant Children's Librarian, visited 3 head start classrooms in May to perform story times, and bring them handpicked books.

The finale of our 20th Annual Poetry Contest was held on May 23, 2022. It was a beautiful night for the Evening of Poetry and 73 people came out in support. A poetry booklet of the winning poems was produced for the event and the booklets included art work from Dover Middle School kids. Attendees enjoyed cake in celebration of the library's 20 years of hosting the contest.

The Library staff helped 34 community members with technology help through our Book-a-Librarian program.

Through the statewide collaborative NHAIS system, Dover Public Library's Interlibrary Loan Dept. sent 85 volumes to other libraries and borrowed 123 from other libraries for our patrons.

The Dover Public Library and the 5 Dover Public Schools share collection resources through a weekly van delivery system. In May 155 items were borrowed by the Public Library from the schools and 133 items were borrowed by the schools.

The Dover Public Library has 5,136 subscribers to its two monthly e-newsletters—Children's and Adults.

Library staff posted 165 items to its various social media platforms in May. Total social media platform followers = 13,668.

The Dover Public Library staff added 229 books to the library's 2 Little Free Libraries.

Public Welfare: The Welfare Director made a presentation to CASA about welfare as well as a written testimony to the state Judicial Committee concerning a pending bill.

4. Financial & Benchmark Outcomes

“MAINTAIN AND STRENGTHEN FINANCIAL STABILITY OF MUNICIPALITY TO INCLUDE REPORTING ON ANY FINANCIAL CONCERNS AND ADDRESSING THEM AS THEY MAY ARISE DURING THE COURSE OF THE FISCAL YEAR”

FINANCES * GRANTS * CIP

PURCHASE ORDERS – OVER \$5,000

Department/Division	PO Date	Vendor Name	Amount
Finance Office	5/3/2022	CITY OF DOVER-WATER~SEWER DEPT.	\$75,582.00
Information Tech	5/9/2022	MINUTEMAN SECURITY TECHNOLOGIES, INC.	\$6,116.39
Information Tech	5/31/2022	PRESIDIO NETWORKED SOLUTIONS, INC	\$20,834.40
Information Tech	5/6/2022	FIRSTLIGHT	\$22,554.00
Community Services	5/16/2022	ALLIED EQUIPMENT, LLC.	\$6,455.00
Community Services	5/5/2022	LIVINGSTON ENERGY GROUP, LLC.	\$6,643.00
Community Services	5/4/2022	PJC & COMPANY ECOLOGICAL LAND CARE, INC.	\$6,850.00
Community Services	5/12/2022	ALLIED EQUIPMENT, LLC.	\$7,129.00
Community Services	5/12/2022	UNITED CONSTRUCTION & FORESTRY, LLC	\$7,545.48
Community Services	5/27/2022	JOHN HOADLEY AND SONS, INC.	\$7,597.25
Community Services	5/27/2022	PEST-END, INC.	\$8,280.00
Community Services	5/6/2022	MINUTEMAN SECURITY TECHNOLOGIES, INC.	\$8,363.92
Community Services	5/19/2022	F.W. WEBB	\$9,600.00
Community Services	5/19/2022	SUR CONSTRUCTION, INC.	\$10,000.00
Community Services	5/19/2022	CORE & MAIN LP	\$10,030.82
Community Services	5/25/2022	CHADWICK BAROSS, INC.	\$13,564.03
Community Services	5/3/2022	EJ PRESCOTT, INC	\$17,919.20
Community Services	5/20/2022	CORE & MAIN LP	\$23,846.50
Community Services	5/20/2022	ELECTRIC LIGHT CO, INC.	\$25,837.00
Community Services	5/4/2022	PJC & COMPANY ECOLOGICAL LAND CARE, INC.	\$87,680.00
Community Services	5/16/2022	EMERY & GARRETT	\$89,400.00
Community Services	5/16/2022	EMERY & GARRETT	\$108,975.00
Community Services	5/31/2022	AERZEN USA CORPORATION	\$261,279.00
Community Services	5/6/2022	UNDERWOOD ENGINEERS, INC.	\$460,000.00
Executive	5/10/2022	DEVINE, MILLIMET & BRANCH, PA	\$5,000.00
Fire and Rescue	5/11/2022	HARRISON SHRADER ENTERPRISES, LLC	\$6,083.50
Fire and Rescue	5/19/2022	DENNIS MUNSON PLUMBING HEATING	\$10,172.00
Recreation	5/6/2022	GC/AAA FENCES, CO., INC.	\$7,900.00

BID SOLICITATION

Department	Bid #	Bid Date	Description
Community Services	B22070	5/5/2022	Household Hazardous Waste Collection Services
Community Services	B22074	5/11/2022	Wastewater Treatment Biosolids Disposal Services
Community Services	B22076	5/11/2022	Bobcat E88 Compact Excavator or Equivalent
Community Services	B22075	5/12/2022	Bulk Oil and Lubricant Products
Community Services	B22078	5/17/2022	Bituminous Concrete (Asphalt) Picked Up
Community Services	B22079	5/27/2022	Crosswalk Marking (400th Logo)
Executive	B22077	5/16/2022	Specialized Municipal Legal Services
Finance	B22072	5/25/2022	CAMA Software and Conversion
Information Tech	Q22-026	5/4/2022	Cisco SmartNet Renewals
Planning	Q22-025	5/11/222	Survey Services for River Run Wildlife Mgmt Area
Police	B22071	5/5/2022	Police Department Clothing
Various	B22069	5/13/2022	2022-2023 Cooperative Bid for Chemicals

Fire & Rescue: Members of Dover Fire & Rescue's ambulance committee met to complete the specifications for the department's new ambulance. FY 2023 CIP moneys are being allocated to purchase a new ambulance which is part of the department's vehicle replacement program. The design and specification process was particularly challenging as a result of the inflated economy. The cost to purchase a new ambulance is currently 12 to 15 percent greater now than it was this time last year. Committee members and Chief McShane worked diligently to keep the purchase price within the CIP budget.

Dover Fire & Rescue anticipate taking delivery of a new fire engine in August which was also purchased through the City's CIP Program and the department's vehicle replacement program.

Planning & CDBG Department: Planning and Engineering staff worked with the Purchasing Agent to develop and release an RFP for design services for the 2015 Downtown Pedestrian and Vehicular Access Study. The RFP was shared with the 3 short listed engineering firms pre-qualified for transportation work. After review, one firm did not bid, a second firm was above the price range staff felt was reasonable for the project, and the final firm was selected. Planning staff forwarded necessary materials to the final firm in January. A kick off meeting was held on March 14 and a downtown site walk occurred on April 12 between the consultant and Planning and Engineering Staff and the Deputy City Manager where various intersections and traffic patterns were observed and potential design improvements were discussed.

Community Trail: Phase III of the Community Trail is complete. Director Benton is working with the consultant, NHDOT, and Finance staff to on necessary reimbursement and close out documents which will be completed by the end of May.

For phase IV, Planning Staff is working with NHDOT on potential extra funding to be able to expand the feasibility research for a preferred alternative route on the southern side of the Bellamy River and crossing

the Bellamy River further into Bellamy Park to then continue to Route 155. The Council authorized the contract for Fuss and O'Neil to design the trail in this area. A change-order would be brought to the City Council after hearing from NHDOT about funding.

Mark II Solar System: Director Benton worked with staff from IT/GIS and the City Engineer to put together a site plan for the Voyage Mark II Solar System installation on the Community Trail. Director Benton submitted all the necessary documents to have Dover become one of 10 Generation 1 of Voyage Communities in North America. The solar system should be added to the Community Trail starting at Fisher Street and heading towards Central Avenue this spring. In September, contract documents were drafted by NCESSE and were signed by the City Manager. Installation should occur next summer but supply chain issues may cause delay. Staff is staying in touch with NCESSE.

Conservation Funding: This project is tied to the funding received through the Transfer of Development Rights Program. Currently, over \$1,900,000 has been invoiced with over \$1,300,000 received on those invoices.

Public Library: The Dover Public Library roof replacement is underway! The old slate shingles have been removed from parts of the building and ice & water shield has been applied and the new shingles are going up.



Passport application processing fees provide a continuing source of revenue for the Library. 35 applications were processed in May generating \$1,225 in revenue.

The Dover Public Library recently received a \$9,950 grant from the New Hampshire Charitable Foundation. The grant will help further the Dover Public Library's strategic goal of providing better access to historic information. The digitized format of the Foster's Daily Democrat will allow the papers from 1873 to 1926 to be fully searchable and accessible to all via the Library's website.

The Friends of the Dover Public Library will be selling slate from the original roof of the Library (circa 1905). The slate will be sold starting at the Friend's book sale June 16-18 for \$20 each.

Public Welfare Department: \$455 was spent in assistance to clients during the month of May.

Recreation Department: The Skatepark Project is in the final review of plans process through the TRC to be ready when the next level of work begins in August. We are working on the lighting system to include in the project. The Dover Rotary Club donated \$30,000.00 to the project to purchase a park shelter to be part of the support facilities for Skatepark programming.

Jenny Thompson Pool Renovation Project bid package for design out to bid resulting with the selection of Weston and Sampson. Project specifications will be done this spring and the actual construction will start in September and be completed by May 2023.

The Cocheco River Park design details for support facilities for Paddlesports discussions are underway with stakeholders and the Park Subcommittee from CWDAC. There are more details to be worked out in how all of the needs can be met for the various user groups and the general public. The Paddlesports dock was heavily used this month with Great Bay Rowing and UNH teams having daily practices along with a number of kayakers using the launch ramp.

City of Dover

Revenues of Major Funds May 31, 2022

(General Fund Includes Property Taxes and Education Revenues)

	Budget	Range To Date	Year To Date	% Year To Date	Budget Balance	Encumbrance	Budget Available	% Uncollected
REVENUES								
1000 General Fund								
Taxes	\$ 96,419,603	37,649,464	89,048,281	92.0%	\$ 7,371,322	\$ -	\$ 7,371,322	8.0%
Licenses & Permits	7,020,899	718,642	6,775,431	97.0%	245,468	-	245,468	3.0%
Intergovernmental	3,310,543	118,855	2,978,798	90.0%	331,745	-	331,745	10.0%
Charges for Services	4,476,524	387,771	4,520,048	101.0%	(43,524)	(4,287)	(39,237)	-1.0%
Miscellaneous Revenue	536,199	24,425	1,042,426	194.0%	(506,227)	(1,994)	(504,233)	-94.0%
Education	18,182,086	(40,039)	17,223,680	95.0%	958,406	-	958,406	5.0%
Operating Transfers In	414,000	-	-	0.0%	414,000	-	414,000	100.0%
Other Financing Sources	174,900	100,000	100,000	57.0%	74,900	-	74,900	43.0%
Sub-total : 1000 General Fund	\$ 130,534,754	38,959,118	121,688,665	93.0%	\$ 8,846,089	\$ (6,281)	\$ 8,852,370	7.0%
3213 Parking Activity Fund								
Licenses & Permits	\$ 240,000	27,031	328,272	137.0%	(88,272)	\$ -	\$ (88,272)	-37.0%
Parking Income	860,325	103,073	856,580	100.0%	3,745	-	3,745	0.0%
Parking Fines	180,000	21,519	181,641	101.0%	(1,641)	-	(1,641)	-1.0%
Other Financing Sources	0	-	-	0.0%	-	-	0	0.0%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	151,622	1,366,493	107.0%	\$ (86,168)	\$ -	\$ (86,168)	-7.0%
3320 Residential Solid Waste Fund								
Intergovernmental	\$ 12,380	-	-	0.0%	\$ 12,380	\$ -	\$ 12,380	100.0%
Charges for Services	1,783,105	151,908	1,522,944	85.0%	260,161	-	260,161	15.0%
Miscellaneous Revenue	0	2,414	20,477	0.0%	(20,477)	-	(20,477)	0.0%
Other Financing Sources	0	-	-	0.0%	0	-	0	0.0%
Sub-total : 3320 Residential Solid Waste	\$ 1,795,485	154,322	1,543,422	86.0%	\$ 252,063	\$ -	\$ 252,063	14.0%
3381 McConnell Center Fund								
Miscellaneous Revenue	\$ 726,063	63,057	681,924	94.0%	\$ 44,139	\$ -	\$ 44,139	6.0%
Operating Transfers In	139,664	8,712	95,837	69.0%	43,827	-	43,827	31.0%
Sub-total : 3381 McConnell Center	\$ 865,727	71,769	777,760	90.0%	\$ 87,967	\$ -	\$ 87,967	10.0%
3410 Recreation Special Revenue Fund								
Charges for Services	\$ 430,420	24,306	316,556	74.0%	\$ 113,865	\$ -	\$ 113,865	26.0%
Miscellaneous Revenue	11,500	-	3,038	26.0%	8,462	-	8,462	74.0%
Operating Transfers In	20,000	-	-	0.0%	20,000	-	20,000	100.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	24,306	319,594	69.0%	\$ 142,327	\$ -	\$ 142,327	31.0%
5300 Water Fund								
Intergovernmental	\$ 2,500	-	-	0.0%	\$ 2,500	\$ -	\$ 2,500	100.0%
Charges for Services	6,298,328	595,317	5,102,954	81.0%	\$ 1,195,374	-	1,195,374	19.0%
Miscellaneous Revenue	70,500	4,821	107,169	152.0%	\$ (36,669)	-	(36,669)	-52.0%
Other Financing Sources	87,500	87,500	87,500	100.0%	0	-	-	0.0%
Sub-total : 5300 Water Fund	\$ 6,458,828	687,638	5,297,623	82.0%	\$ 1,161,205	\$ -	\$ 1,161,205	18.0%
5320 Sewer Fund								
Intergovernmental	\$ 28,394	58,698	75,692	267.0%	\$ (47,298)	\$ -	\$ (47,298)	-167.0%
Charges for Services	8,394,291	811,425	7,199,341	86.0%	1,194,950	-	1,194,950	14.0%
Miscellaneous Revenue	57,000	6,921	75,948	133.0%	(18,948)	-	(18,948)	-33.0%
Other Financing Sources	520,992	-	-	0.0%	520,992	-	520,992	100.0%
Sub-total : 5320 Sewer Fund	\$ 9,000,677	877,045	7,350,981	82.0%	\$ 1,649,696	\$ -	\$ 1,649,696	18.0%
6100 Dovernet Fund								
Charges for Services	\$ 1,342,533	112,289	1,235,439	92.0%	\$ 107,094	\$ -	\$ 107,094	8.0%
Miscellaneous Revenue	25,000	-	75,000	300.0%	(50,000)	-	(50,000)	-200.0%
Operating Transfers In	-	-	-	0.0%	0	-	0	0.0%
Other Financing Sources	-	-	-	0.0%	0	-	0	0.0%
Sub-total : 6100 Dovernet Fund	\$ 1,367,533	112,289	1,310,439	96.0%	\$ 57,094	\$ -	\$ 57,094	4.0%
Total : REVENUES	\$ 151,765,249	41,038,109	139,654,977	92.0%	\$ 12,110,272	\$ (6,281)	\$ 12,116,553	8.0%

City of Dover

Expenditures of Major Funds

May 31, 2022

(General Fund Includes County, School and Debt Service)

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
EXPENDITURES								
1000 General Fund								
City Council	\$ 489,497	\$ 10,864	\$ 161,549	33.0%	\$ 327,948	\$ 6,217	\$ 321,731	65.7%
Executive	1,845,857	155,130	1,844,676	100.0	1,181	189,293	(188,112)	(10.2)
Finance	2,257,714	153,151	1,926,871	85.0	330,843	153,844	176,999	7.8
Planning	928,562	63,248	677,607	73.0	250,955	57,138	193,816	20.9
Misc General Government	1,126,566	83,964	808,904	72.0	317,662	81,658	236,004	20.9
Police	9,992,496	591,882	7,826,779	78.0	2,165,717	524,055	1,641,662	16.4
Fire & Rescue	10,349,292	760,558	9,183,121	89.0	1,166,171	641,047	525,124	5.1
Community Service Public Works	9,117,013	388,281	5,151,814	57.0	3,965,199	2,068,331	1,896,868	20.8
Recreation	2,824,966	190,805	2,309,128	82.0	515,838	346,349	169,489	6.0
Public Library	1,592,814	114,008	1,319,094	83.0	273,720	117,395	156,325	9.8
Public Welfare	812,413	23,183	282,249	35.0	530,165	28,884	501,280	61.7
Debt Service	6,208,772	-	2,213,473	36.0	3,995,299	3,614,163	381,137	6.1
Other Financing Sources/Uses	3,755,288	130,257	3,625,031	97.0	130,257	-	130,257	3.5
School	69,685,360	5,815,073	53,313,859	77.0	16,371,501	16,331,190	40,311	0.1
Intergovernmental	9,548,144	-	9,548,144	100.0	-	-	-	0.0
Sub-total : 1000 General Fund	\$ 130,534,754	\$ 8,480,404	\$ 100,192,300	76.8%	\$ 30,342,454	\$ 24,159,565	\$ 6,182,889	4.7%
3213 Parking Activity Fund								
Police	\$ 1,280,325	\$ 48,938	\$ 677,365	53.0%	\$ 602,960	\$ 113,617	\$ 489,343	38.2%
Sub-total : 3213 Parking Activity Fund	\$ 1,280,325	\$ 48,938	\$ 677,365	52.9%	\$ 602,960	\$ 113,617	\$ 489,343	38.2%
3320 Residential Solid Waste Fund								
Community Service Public Works	\$ 1,963,620	\$ 108,154	\$ 1,203,748	61.0%	\$ 759,871	\$ 692,262	\$ 67,609	3.4%
Sub-total : 3320 Residential Solid Waste Fund	\$ 1,963,620	\$ 108,154	\$ 1,203,748	61.3%	\$ 759,871	\$ 692,262	\$ 67,609	3.4%
3381 McConnell Center Fund								
Recreation	\$ 865,727	\$ 37,940	\$ 404,791	47.0%	\$ 460,936	\$ 423,854	\$ 37,082	4.3%
Sub-total : 3381 McConnell Center Fund	\$ 865,727	\$ 37,940	\$ 404,791	46.8%	\$ 460,936	\$ 423,854	\$ 37,082	4.3%
3410 Recreation Special Revenue Fund								
Recreation	\$ 461,920	\$ 11,314	\$ 199,199	43.0%	\$ 262,721	\$ 54,952	\$ 207,768	45.0%
Sub-total : 3410 Recreation Special Revenue Fund	\$ 461,920	\$ 11,314	\$ 199,199	43.1%	\$ 262,721	\$ 54,952	\$ 207,768	45.0%
5300 Water Fund								
Community Service Public Works	\$ 6,739,228	\$ 381,489	\$ 5,516,962	82.0%	\$ 1,222,265	\$ 689,124	\$ 533,142	7.9%
Sub-total : 5300 Water Fund	\$ 6,739,228	\$ 381,489	\$ 5,516,962	81.9%	\$ 1,222,265	\$ 689,124	\$ 533,142	7.9%
5320 Sewer Fund								
Community Service Public Works	\$ 9,187,322	\$ 661,464	\$ 7,585,738	83.0%	\$ 1,601,584	\$ 682,352	\$ 919,233	10.0%
Sub-total : 5320 Sewer Fund	\$ 9,187,322	\$ 661,464	\$ 7,585,738	82.6%	\$ 1,601,584	\$ 682,352	\$ 919,233	10.0%
6100 Dovernet Fund								
Other Financing Sources/Uses	\$ 1,890,978	\$ 187,336	\$ 1,057,176	56.0%	\$ 833,802	\$ 371,816	\$ 461,986	24.4%
Sub-total : 6100 Dovernet Fund	\$ 1,890,978	\$ 187,336	\$ 1,057,176	55.9%	\$ 833,802	\$ 371,816	\$ 461,986	24.4%
Total : EXPENDITURES	\$ 152,923,873	\$ 9,917,039	\$ 116,837,279	76.4%	\$ 36,086,594	\$ 27,187,543	\$ 8,899,051	5.8%

City of Dover

Arena - General Fund Revenue & Expenditure Report (Including Arena Debt Service attributed to the General Fund) May 31, 2022

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>% Year To Date</u>	<u>Budget Balance</u>	<u>Encumbrance</u>	<u>Budget Available</u>	<u>% Available</u>
Revenue	1,207,650	31,810	1,075,864	89.1	131,786	0	131,786	10.9
Expenditures	1,240,329	69,442	957,917	77.2	282,412	221,745	60,667	4.9
Debt Service								
Principal	25,000	-	-	-	25,000	0	25,000	100.0
Interest	594	-	-	-	594	0	594	100.0
	(58,273)	(37,632)	117,947	11.9	(176,220)	(221,745)	45,525	(194.0)

5. Workforce Focused Outcomes

"CONTINUE TO RECRUIT, RETAIN AND SUPPORT TRAINING OF EMPLOYEES AND VOLUNTEERS NECESSARY TO FULFILL SERVICE DELIVERY NEEDS OF COMMUNITY."

TRAINING * STAFFING

Employee Anniversaries – June 2022

Employee Name	Department/Division	Years of Service
Bortz, Brian D	Police	33
Shepherd, Richard W	Police	27
Young, Melissa A	Police	27
Legere, Ann M	Finance	24
Johnstone, Allan	WWTP	23
Moore, Michael T	Public Works	23
Speidel, Marn E	Police	23
Vermette, Raymond A Jr	WWTP	23
Langley, Donna L	Finance	21
Dove, Annie L	Executive	19
Driscoll, Brendan C	Fire	17
Anderson, Nancy T	Library	15
Lang, Paul E	FG	13
Downs, Robert	Fire	11
Duquette, David	Fire	11
Reynolds, Alexander J	Fire	11
Boese, Kelsey M	Recreation	10
Blackden, Vickie L	Finance	8
Amy, Reid	Executive	6
Clement, Lynne M	Executive	5
Barham, Michael W	Public Works	4
Wyatt, Joshua M	Executive	3
Driscoll, Chelsea	Police	2
Pexton, Olivia	Library	2
Berdecia, Luis M	Police	1

MAY SEPARATIONS: 20

1 Community Services
1 Executive
2 Fire
16 Recreation

MAY NEW HIRES: 12

3 Community Services
1 Fire
3 Police
5 Recreation

Executive Department: The Office of the City Attorney places significant importance on professional development in areas germane to the City's needs. This month the City Attorney attended a course on employment law and a separate course on road law. The Deputy City Attorney attends monthly Inns of Court events in Durham that consist of professional discussion, networking, and continuing legal education credits. The legal assistant attended two online training sessions on software used by the Strafford County Registry of Deeds.

Finance Department: City Assessor, Donna Langley, attended NHAEO a session on creating a property valuation course for assessors in collaboration with NHTI, at NHMA Facility in Concord, presented by Marti Noel, Milford Assessor.

Fire & Rescue: On May 3rd, Firefighter/Paramedics James Calderone and Hunter Holt were recognized by the Rochester City Council along with members of the Rochester Fire Department, Frisbie Emergency Medical Services, and Farmington Fire & Rescue for their role on a medical aid that occurred in Rochester on June 15th, 2021. The teamwork of these agencies resulted in the saving of the lives of a mother and her 2 premature newborn twins.



Dover Fire & Rescue held its monthly staff meeting where all chief officers, company officers, as well as firefighters who are on the promotional eligibility list meet to discuss department operations. Chief McShane also held an organizational goal-setting meeting with the Captains. A Chief Officer staff meeting was held to discuss short-term planning, organizational needs, department operations, and recruitment.

Chief McShane and Firefighter Cole Poth spent the day assisting the NH Fire Academy conduct a firefighter Candidate Physical Ability Test which all firefighters must pass before being hired in the state of New Hampshire. Assisting with this event also provided Dover Fire & Rescue personnel a recruitment opportunity and to speak with candidates about career opportunities at Dover Fire & Rescue.

Throughout the month, numerous interviews were conducted in effort to fill vacant positions within the department. As a result, some conditional offers of employment were made. The candidates are currently in various stages of the pre-employment process.

May 19th, Division Chief Irwin assisted the Police Department's Communications Bureau on an Oral Board to assess the potential of candidates for opening for Dispatchers.

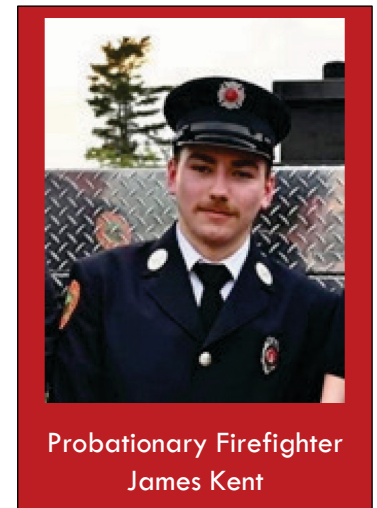


Dover Fire & Rescue took some time with each shift to recognize the hard work and dedication that each member puts into providing the best possible care to our residents & guests of the City during National Emergency Services Week, held May 15th to the 21st. Dover Fire & Rescue also recognized its partners for their important roles in the EMS

continuum of care: Dover Police & Fire Communications, Dover Emergency Dept., and Wentworth Douglas Hospital.

Please welcome Probationary Firefighter Jams Kent to the Dover Fire & Rescue family. James began working for Dover Fire & Rescue on 5/16/2022. James comes to Dover from the Lee Fire & Rescue as a Firefighter/A-EMT. James is a resident of Dover and attended the Dover High School CTC firefighting program where he received the CTC Directors Award.

On May 25th and 26th, Lt. Marc Plante and D/C Craig Chabot attended a technical rope rescue class, pictured below, in an effort to bring the knowledge, skills and abilities obtained in the class back to the department to implement the final phase of the technical rescue equipment that was purchased. Technical rope rescue emergencies are a high risk – low frequency events. Because of the high risks involved and the complexity of the emergencies, the department has incorporated new and improved equipment to assist with the ease of use and increase safety factors all around.





Probationary Firefighter Riotto preparing to conduct a search inside a simulated structure fire.

Dover Fire & Rescue personnel conducted training with Probationary Firefighter Andrew Riotto. This training evolution simulated search and rescue in a smoke-filled environment. Firefighters use industry-specific search and rescue techniques to locate victims in zero-visibility environments. Pictured left and right, Probationary Firefighter Riotto conducts a search at the North End Station where department members have volunteered their off-duty time to construct a training prop that simulates a residential construction. The training prop is then filled with artificial smoke to create an environment similar to one that is found during within a structure fire.



Searching in a smoke-filled environment with slight visibility. The slightest amount of visibility can make the world-of-difference when searching in an unfamiliar environment.

Planning Department: Zoning Administrator Kypfer attended the virtual “Tactical Urbanism: Taking Short-Term Actions to Generate Long-term Change” webinar on May 18.

Zoning Administrator Kypfer attended the virtual “Placemaking in Small and Rural Communities Conference” on May 23 and 24.

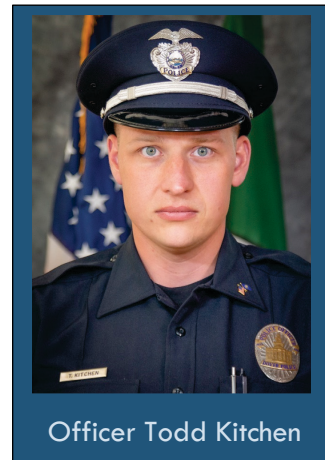
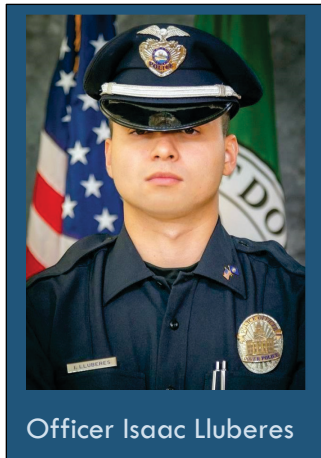
Director Benton attended the American Planning Association’s national planning conference April 30th to May 3 attending sessions on topics such as affordable housing, planning for artificial intelligence, placemaking, public art, using biometrics for transportation improvements, communication, equity, wildlife corridors, and organizational change.

As part of implementing the Department’s strategic plan in providing training topics, the Purchasing Agent provided a “Purchasing 101” training to the Planning Department on May 10 at the Planning Director’s request.

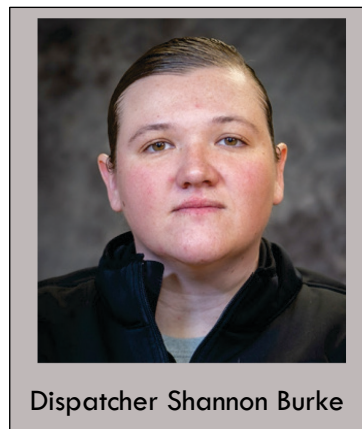
Police Department: The police department continues to seek qualified candidates for vacancies in the ranks of sworn personnel. Two new officers were hired and began working on May 23. Both are enrolled in the next NH full time academy that will begin in June.

Officer Todd Kitchen is a native of Concord, and graduated from the University of New Haven with a bachelor’s degree in criminal justice. He was previously employed by the Transportation Security Administration and had been assigned to Logan Airport.

Officer Isaac Lluberres is a native of Lawrence, MA and graduated from Newbury College in Brookline, MA with a bachelor's degree in psychology. Officer Lluberres previously worked for the Boston Public Health Commission as a public safety officer.



Dispatcher Shannon Burke was hired on May 2 as a public safety dispatcher. Shannon is a US Army veteran who served as a Military police officer, including a deployment to the Middle East.



Officer Morgan Morse completed her field training in the month of May and began working as a solo patrol officer.

Officers Erin Driscoll and Jacob Watkins graduated from the full-time NH Police Standards and Training Academy on May 27, and are assigned to field training beginning on May 31. Officer Driscoll finished first in academics in her recruit class. She was awarded a \$5,000 scholarship to continue her education.

From May 2-6, Detective Adam Gaudreault attended Crisis Intervention Training. This interactive training is facilitated by the New Hampshire chapter of the National Alliance for Mental Illness (NAMI-NH) to provide extensive information on people living with mental illness – primarily focusing on those that commonly result in law enforcement contact. The training also provided techniques for de-escalation during these interactions with the safety of all involved being the primary goal. The department has committed to training 100% of our officers in CIT. At this point, more than 50% of all sworn officers have been through the 40-hour training.

During the month of May, Officer Timothy David continued to attend the Patrol K9 Handler's Course coordinated by the Boston, MA Police Department. Officer David and his canine – one-year-old Belgian Malinois "Vision" - are enrolled in a four-month course seeking certification for patrol.

From May 2-6 and May 16-20, Officer Michael McGee attended the two part series SWAT I and SWAT II, facilitated by the Manchester Police Department. Attendees learned fundamentals pertaining to crisis intervention, active shooter, and tactical arrest procedures to assume the role of SRT Operator. The Strafford County Regional Tactical Operations Unit recently appointed Officer McGee to the team.

On May 6, Teen Center Coordinator Steve Pappajohn attended a seminar entitled Prevention Through Positive Relationships.

On May 10, 2022, Sergeant Mitrushi and Lieutenant Mark Nadeau attended a media class at Rivier University, hosted by Nashua Police Department to learn about best practices for law enforcement when using social media to release information.

On May 10, the Dover Police Department was the host site for the regional Intoxilyzer 9000 Recertification course. All breath test operators must attend annual recertification facilitated by the New Hampshire State Police Forensics Laboratory. Two classes occurred on that date that were attended by a number of officers from around the region. In addition, three Dover officers attended one of the two courses for breath test recertification.

On May 12, Lieutenant John Tarmey attended Glock firearms recertification at the New Hampshire Police Standards and Training Academy. Lt. Tarmey is a firearms instructor and is required to recertify annually.

Public Library: Susan Dunker, Adult Services Librarian, attended a Library Journal Professional Development class in April and May of 2022. This class was called "Equity in Action" and featured 7 speakers over 3 weeks, speaking on various aspects of equity, diversity and inclusion for librarians. This course packed a lot of knowledge into a short time period.

Library staff attended training on:

Virtual presentations at Your Library, Finding a Voice—under representation in the archives, and training with Beanstack.

Public Welfare: Director took three trainings this month: How to talk about body odor, Mental health issues and Homelessness and Talking to parents about unattended children.

The Welfare Office Manager had two trainings with Finance about deposits and financial procedures.

6. Sustainability-Focused Outcomes

“DEVELOP STRATEGIES AND IMPLEMENT PROGRAMS THAT ENCOURAGE THE EFFICIENT USE AND PRESERVATION OF NATURAL RESOURCES BY MUNICIPAL SERVICES AND THROUGHOUT THE COMMUNITY.”

ENVIRONMENTAL * PRESERVATION

Resilience Coordinator Kaspari attended Risk Management Committee meetings for the Community Power Coalition of New Hampshire on May 13th where the Committee prepared for the upcoming evaluation of vendor RFP responses.

Resilience Coordinator Kaspari collaborated with Outreach Coordinator Bassegio to create a pamphlet with reputable resources to help citizens and local business owners navigate the process for purchasing solar panels.

Resilience Coordinator Kaspari met with Strafford Regional Planning Commissions Resiliency Subcommittee on May 19th. During this meeting the Subcommittee identified speakers for the next Roundtable discussion and created a list of follow up actions to prepare for the event.

Resilience Coordinator Kaspari hosted Dan Spracklin, CEO of SoMAX Circular Solutions at the May 18th Energy Commission meeting to inform the Commission regarding a hydrothermal carbonization which could be a very valuable process for energy recovery at Dover’s WWTF.

Resilience Coordinator Kaspari met with a sub-quorum group of the Energy Commission on May 26th to plan for the next Energy Commission EV Show set to be held during 2022 Apple Harvest Day on October 1st.

Resilience Coordinator Kaspari worked with Asset Management Technician Pine to launch a new ArcGIS Conservation Easement Monitoring software package which will improve the City’s ability to track easement monitoring.

Resilience Coordinator Kaspari made progress on the Citywide Resilience Plan.

Resilience Coordinator Kaspari attended a Council on Foreign Relations webinar on May 11th about the potential for cooling the planet through solar reflection.

Resilience Coordinator Kaspari participated in a NEVI Funding Webinar on Friday May 20th where he submitted testimony regarding a potential viable location for direct current fast charging in the City of Dover.

Resilience Coordinator Kaspari and Energy Commission Chair Baber, attended the 2022 Energy Innovation Conference held by Clean Energy New Hampshire on May 24th.

Resilience Coordinator Kaspari and Zoning Administrator Kypfer tested the new conservation monitoring easement package on May 25th at the Cassily Conservation Easements.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, June 8, 2022**
Meeting Time: **7:00 pm**

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

Deputy Mayor Shanahan led the Pledge of Allegiance.

4. ROLL CALL ATTENDANCE

Present: Mayor Carrier, Deputy Mayor Shanahan, Councilor Cullen, Councilor Nemeth, and Councilor Thibodeaux. Councilor Hinkel arrived at 7:35 pm.

Absent: Councilor Hackett, Councilor Muffett-Lipinski, and Councilor Williams.

Also Present: City Manager Joyal, City Attorney Wyatt, and City Clerk Mistretta.

5. PROCLAMATIONS/AWARDS

A. Mayor Carrier read a proclamation for Juneteenth.

B. Mayor Carrier read a proclamation for the Dover High School Girls Tennis Team.

6. APPROVAL OF AGENDA

Deputy Mayor Shanahan moved to approve the agenda; seconded by Councilor Thibodeaux.
Vote: 5/0.

7. PUBLIC HEARINGS

A. GENERAL FUND BUDGET AMENDMENT – FY2022 TRANSFER FUNDS INTO SCHOOL CAPITAL RESERVE FUNDS (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.) SPONSORED BY MAYOR CARRIER BY REQUEST

Mayor Carrier, seeing no one wishing to speak, close the public hearing.

8. PUBLIC FORUM

Taxpayers, Business owners, and Residents are invited to speak on any issue pertaining to the business of the City of Dover. Statements shall be limited to five minutes.

Martha Haley, 407 Sixth Street: She spoke in support of Item 13.A.3.

Kathleen Blake, 16 Redden Street: She spoke against Item 13.A.3.

Margaret Fogarty, 16 Florence Street: She spoke against Item 13.A.3., and asked for the Council to table the Resolution.

Susan Kelsch, 2½ Stark Avenue: She spoke against Item 13.A.3.

Mary Ann Cooper, 45 Elm Street: She thanked the Dover Fire Department and Police Department for their assistance in the past few days in her neighborhood. She also addressed the homeless situation in the Tri-City area.

Mayor Carrier, seeing no one else wishing to speak, closed the Public Forum.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, June 8, 2022**
Meeting Time: **7:00 pm**

9. CITY MANAGER'S REPORT

City Manager Joyal said he submitted his report in writing. He discussed a few items with the Council: Road paving projects. Durham Road culvert replacement. City of Dover Food Trailer update. He gave a status on the study for mental health recommendations.

Deputy Mayor Shanahan moved to accept the City Manager's Report; seconded by Councilor Nemeth.

Vote: 6/0.

10. APPROVAL OF MINUTES

A. May 25, 2022 – Regular Meeting

Deputy Mayor Shanahan moved to approve the Minutes; seconded by Councilor Nemeth.

Vote: 6/0.

11. MAYOR'S REPORT

Mayor Carrier gave an overview of the events he attended the past two weeks. He said the Dover High School graduation date has been changed to Friday, June 10, 2022.

Deputy Mayor Shanahan moved to accept the Mayor's Report; seconded by Councilor Hinkel.

Vote: 6/0.

12. UNFINISHED BUSINESS

A. ORDINANCES IN THE 2ND READING

B. ORDINANCES IN THE 3RD READING

C. RESOLUTIONS

- 1. FISCAL YEAR 2022 GENERAL FUND UNASSIGNED FUND BALANCE TRANSFERS TO CERTAIN SPECIAL REVENUE AND CAPITAL PROJECT FUNDS TO ADDRESS FUND DEFICITS
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Nemeth.
Roll Call Vote: 6/0.

- 2. GENERAL FUND BUDGET AMENDMENT – FY2022 TRANSFER FUNDS INTO SCHOOL CAPITAL RESERVE FUNDS
(REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)
SPONSORED BY MAYOR CARRIER BY REQUEST**

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Nemeth.

City Manager Joyal recommended that this Resolution be tabled.

Councilor Cullen moved to table the Resolution until June 22, 2022; seconded by Deputy Mayor Shanahan.

Vote: 6/0.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, June 8, 2022**
Meeting Time: **7:00 pm**

13. NEW BUSINESS

A. CONSENT CALENDAR

1. **OPERATION AND MAINTENANCE OF THE CLOSED CITY OF DOVER
LANDFILL SUPERFUND SITE LIFT STATION, FISCAL YEAR 2023**
SPONSORED BY MAYOR CARRIER BY REQUEST
2. **TIRE, ELECTRONICS AND PROPANE TANK RECYCLING SERVICES**
SPONSORED BY MAYOR CARRIER BY REQUEST
3. **ACCEPTANCE OF COMMEMORATIVE SIGN FOR THE FIRST SETTLERS
BURIAL GROUND**
SPONSORED BY MAYOR CARRIER BY REQUEST

COMMITTEE REPORTS

- | | |
|---|---|
| 1. School Board (Muffett-Lipinski) | 16. Ordinance Committee (Shanahan) |
| 2. Planning Board (Cullen) | 17. Parking Commission (Hinkel) |
| 3. Appointments Committee (Williams) | 18. Pool Advisory Committee (Hackett) |
| 4. Arena Commission (Hackett) | 19. Racial Equity and Inclusion Ad-Hoc Committee (Nemeth) |
| 5. Arts Commission (Nemeth) | 20. Recreation Advisory Board (Shanahan) |
| 6. Board of Health (Thibodeaux) | 21. Solid Waste Advisory Commission (Muffett-Lipinski) |
| 7. Collaborative City Council and School Board (M-Lipinski) | 22. Transportation Advisory Commission (Williams) |
| 8. Conservation Commission (Williams) | 23. Waterfront TIF Advisory Board (Shanahan) |
| 9. Downtown TIF Advisory Board (Hinkel) | 24. Joint Building Committee – DHS (Carrier) |
| 10. Energy Commission (Thibodeaux) | 25. COAST (Shanahan) |
| 11. Graffiti Management Ad Hoc Committee (Nemeth) | 26. Coheco Waterfront Development Advisory
Committee (Carrier) |
| 12. Heritage Commission (Nemeth) | 27. Dover Main Street (Carrier) |
| 13. Legislative Liaison (Shanahan) | 28. Strafford Regional Planning Commission (Williams) |
| 14. Library Board of Trustees (Thibodeaux) | 29. Government Affairs (Carrier) |
| 15. McConnell Center Advisory Committee (Thibodeaux) | |

Deputy Mayor Shanahan moved to adopt the Consent Calendar; seconded by Councilor Hinkel. Mayor Carrier asked the Council if they had items they would like pulled for further discussion. Councilor Nemeth pulled Item 13.A.3.

Mayor Carrier asked for a roll call vote on the remaining items on the Consent Calendar.
Roll Call Vote: 6/0.

Deputy Mayor Shanahan moved for the adoption of 13.A.3.; seconded by Councilor Hinkel. Councilor Nemeth spoke about the need to change the verbiage on the commemorative sign. Councilor Nemeth moved to table the Resolution; seconded by Councilor Hinkel.
Vote: 5/1; Passed. Councilor Cullen was opposed.

Councilor Cullen gave an overview of the Planning Board Report to the Council.

Councilor Nemeth gave an overview of the Arts Commission Report to the Council.

Councilor Thibodeaux gave an overview of the Board of Health Report to the Council.

Councilor Thibodeaux gave an overview of the Energy Commission Report to the Council.



CITY OF DOVER

CITY COUNCIL - MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, Council Chambers**
Meeting Date: **Wednesday, June 8, 2022**
Meeting Time: **7:00 pm**

B. RESOLUTIONS

1. APPROVAL OF PLAQUE COMMEMORATING DOVER'S OLYMPIC AND PARALYMPIC ATHLETES

SPONSORED BY DEPUTY MAYOR SHANAHAN

Deputy Mayor Shanahan moved for its adoption; seconded by Councilor Nemeth.
Roll Call Vote: 6/0.

2. AUTHORIZATION TO ACCEPT AND EXPEND THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES CRITICAL FLOOD RISK INFRASTRUCTURE GRANT FOR STORMWATER & FLOOD RESILIENCE UTILITY PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL.)

(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 22, 2022.)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on June 22, 2022; seconded by Councilor Hinkel.
Vote: 6/0.

3. REPROGRAM APPROPRIATION FOR WATER TREATMENT PLANT & WELL EQUIPMENT CIP PROJECT TO WATER METER REPLACEMENT CIP PROJECT (REQUIRES A 2/3 MAJORITY VOTE OF THE CITY COUNCIL)

(TO BE REFERRED TO A PUBLIC HEARING ON JUNE 22, 2022)

SPONSORED BY MAYOR CARRIER BY REQUEST

Deputy Mayor Shanahan moved to refer to a public hearing on June 22, 2022; seconded by Councilor Nemeth.
Vote: 6/0.

C. ORDINANCES IN 1ST READING

14. COUNCIL CORRESPONDENCE

15. COUNCIL MATTERS OF INTEREST

Councilor Nemeth discussed the community taking some action with gun control. She said the Dover Police Department offers a safe place to store guns for citizens.

Councilor Hinkel informed the community about an upcoming event with the New Hampshire School Funding Fairness Project. He thanked the Mayor for the LGBTQ proclamation he read on May 25, 2022.

Councilor Thibodeaux said she will be holding her Coffee with a Councilor this Saturday morning.

16. ADJOURN

Councilor Nemeth moved to adjourn.
Vote: 6/0.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2022.05.25 – 115**
Resolution Re: General Fund Budget Amendment – FY2022 Transfer
Funds into School Capital Reserve Funds

WHEREAS: The Dover School Department requires significant capital investments for the support of students and school facilities; and

WHEREAS: The Dover School Board has identified that there is unexpended FY2022 appropriations that exist and could be reprogrammed to transfer into certain School capital reserves; and

WHEREAS: The Dover School Board approved a May 23, 2022 resolution requesting the City Council approve the transfer of funds into the School Technology Capital Reserve and School Student Services Capital Reserve; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:
The amount of Five Hundred and Fifty Thousand Dollars (\$550,000.00) is appropriated for transfer into the respective School Capital Reserve Funds from the Dover School District's FY2022 General Fund adopted appropriations as follows:

NOTE: THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.

Account Number	Account Description	Adopted	Budget	Revised
		Budget	Amendment	Budget
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Athletics Capital Reserve	50,000.00	0.00	50,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Curriculum Capital Reserve	50,000.00	0.00	50,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Instructional Equipment Capital Reserve	50,000.00	0.00	50,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Technology Capital Reserve	250,000.00	300,000.00	550,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Student Services Capital Reserve	100,000.00	250,000.00	350,000.00
1000.2.600.05251.4918.00000.00.000.000.910	Transfer to School Facilities Capital Reserve	300,000.00	0.00	300,000.00
		800,000.00	550,000.00	1,350,000.00
1000.1.600.46900.4950.00000.00.000.000.950	School District Education Appropriation	62,446,025.00	(550,000.00)	61,896,025.00
		62,446,025.00	(550,000.00)	61,896,025.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.1.

Resolution Number: **R – 2022.05.25 – 115**
Resolution Re: General Fund Budget Amendment – FY2022 Transfer
Funds into School Capital Reserve Funds

DOCUMENT HISTORY:

First Reading Date: 05/25/2022	Public Hearing Date: 06/08/2022
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

In accordance with City Charter C6-8 Transfers, the School Department's School Board approved a resolution on May 23, 2022 identifying that \$550,000.00 of the department's FY2022 General Fund available (unexpended) appropriations be transferred into the School Capital Reserve Funds. \$250,000 would be transferred into the Student Services Capital Reserve Fund and \$300,000 would be transferred into the School Technology Capital Reserve Fund.

In accordance with NH RSA Chapter 34 *Capital Reserve Funds for Cities*, the City Council must approve any transfer into a city capital reserve fund.

This resolution does not increase any appropriations.

A copy of the adopted School Board resolution is attached to this City Council resolution.

RESOLUTION

RE: TRANSFER FUNDS TO THE SCHOOL TECHNOLOGY AND STUDENT SUPPORT SERVICES CAPITAL RESERVE FUNDS

WHEREAS: The Dover City Council established capital reserve funds titled Technology and Student Support Services Capital Reserve funds; and

WHEREAS: The Dover School Board has recognized an amount up to five hundred and fifty thousand (\$550,000) dollars in unencumbered funds within the 2021-2022 Dover City Council adopted budget appropriation available for transfer into capital reserves; and

WHEREAS: If necessary, the Superintendent, or designee, must be able to rescind or reduce the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 26, 2022; and

NOW, THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council transfer an amount up to \$550,000 into the School Department Capital Reserve accounts and to appropriate those funds from General Fund-Education as noted below:

Transfer Budget Increase

Account	Detail Description	Transfer Amount
1000.2.600.05251.4918.00000.00.000.000.910	Technology CRF	\$ 300,000
1000.2.600.05251.4918.00000.00.000.000.910	Student Support Services CRF	\$ 250,000

Budget Reductions

Account	Detail Description	Transfer Amount
1000.2.630.01100.4110.00000.00.000.120.100	SALARIES TEACHERS DHS	\$ 300,000
1000.2.620.01100.4110.00000.00.000.120.100	SALARIES TEACHERS DMS	\$ 250,000

AND BE IT FURTHER RESOLVED THAT:

The Dover School Board gives authority to the Superintendent, or designee, the authority to rescind or reduce, if necessary, the amount of the requested transfer if additional unanticipated expenses are incurred prior to June 26, 2022.

SUBMITTED BY:


Carolyn Mebert, Chairperson


Jessica Rozzo, Vice-Chairperson

Kathleen Morrison, Secretary

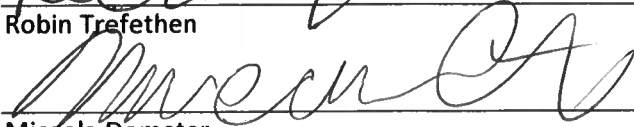
Maggie Fogarty

RESOLUTION

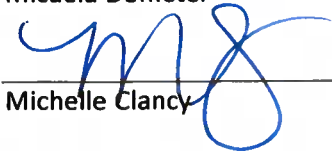
RE: TRANSFER FUNDS TO THE SCHOOL TECHNOLOGY AND STUDENT SUPPORT SERVICES CAPITAL RESERVE FUNDS



Robin Trefethen



Micaela Demeter



Michelle Clancy



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2022.06.08 – 120**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project

WHEREAS: The City has received notice from the New Hampshire Department of Environmental Services (NHDES) of an award of a Critical Flood Risk Infrastructure Grant (CFRING) grant funds thanks to funding available from the American Rescue Plan Act (ARPA) in the amount of \$100,000 to be utilized for eligible costs for the Stormwater and Flood Resilience Utility Project, contingent upon Governor and Executive Council approval; and

WHEREAS: The grant application requests funding for consulting services in the amount of \$100,000.00 and lists no match required. Scope would include the hiring a consultant to provide technical and manpower assistance needed to thoroughly investigate the existing data and make informed decisions around the specifics in order to move forward with the creation of a utility as approved by council in February 2022 as well as facilitate a robust public outreach campaign; and.

WHEREAS: In adhering to the requirements established by the NHDES and per NH RSA 31:95-b and RSA 21-P:43, authorization by the City Council to apply for, accept, and expend ARPA funds for eligible project costs is needed; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

In accordance with NH RSA 31:95-b and RSA 21-P:43, the City Manager is authorized to apply for, accept, and expend ARPA grant funds allocated to the City of Dover for the Stormwater and Flood Resilience Utility Project, and any funding received is hereby appropriated for said purposes. The City Council, in a majority vote, accepts the terms and requirements of the Grant, and authorizes the City Manager to sign all necessary paperwork for the grant as well as contract(s) with a vendor, consistent with the authority herein.

AND, FURTHER BE IT RESOLVED THAT:

In expending funds for eligible costs identified in the NHDES ARPA grant, the Purchasing Agent is hereby authorized to issue Purchase Orders as set forth in the duties and responsibilities of Dover Code Chapter V, Purchasing Procedure. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
TBD	NHDES Critical Flood Risk Infrastructure Grant	100,000.00	100,000.00

THIS RESOLUTION REQUIRES A PUBLIC HEARING AND A TWO-THIRDS MAJORITY TO ADOPT PURSUANT TO DOVER CHARTER C6-6.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2022.06.08 – 120**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk

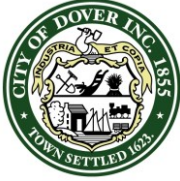
DOCUMENT HISTORY:

First Reading Date:
Approved Date:

Public Hearing Date:
Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.2.

Resolution Number: **R – 2022.06.08 – 120**

Resolution Re: Authorization to Accept and Expend the NH Department of Environmental Services Critical Flood Risk Infrastructure Grant for Stormwater & Flood Resilience Utility Project

RESOLUTION BACKGROUND MATERIAL:

Dover is faced with ongoing and increasing regulatory and climate driven needs to expand and adapt stormwater management practices, as well as the need to continue to operate and maintain an extensive aging network of existing stormwater infrastructure. This work is expensive and represents a significant, ongoing, and increasing cost to City taxpayers. The city created an Ad-Hoc committee to examine equitable and adequate funding for stormwater and flood resiliency. The Committee unanimously recommended that the City pursue a utility. On February 23, 2022 the Dover City Council voted to accept that recommendation and has directed staff to move ahead with the creation of this utility.

There are many details related to the development of a utility that require additional careful consideration. Further investigation is needed to finalize several components of the utility including but not limited to setting the desired funding level, rate structure, determining a ERU, and developing a fair crediting system. Further, decisions on these details and considerations require careful deliberation and feedback from the public and other stakeholders through committees and other outreach programs. The City requested the \$100,000 grant to hire a consultant to provide the technical and manpower assistance needed to thoroughly investigate the existing data and make informed decisions around the specifics of the utility as well as facilitate a robust public outreach campaign.

The City of Dover is the first community in the State of New Hampshire to move forward with implementing a stormwater and flood resilience utility and is committed to sharing the lessons learned and all deliverables with other communities facing similar challenges. The city is looking to NHDES to help fully fund the robust effort that is needed to ensure that this project is successful.

As identified in the Climate Adaptation Chapter of the City of Dover Master Plan (2018), parts of the City's stormwater system are not sized to handle the volume of stormwater runoff from current and future storms. The proposed stormwater and flood resilience utility will ensure adequate and dedicated funding to allow the city to make needed improvements to protect against existing and projected flood risk.

The proposed project will result in a fully developed plan for a Stormwater and Flood Resilience Utility that could be presented to the City Council for a vote at the end of 2023 with implementation to occur on July 1, 2024. Once a stormwater and flood resilience utility is established, all of the revenue is dedicated to a separate utility fund. Therefore, the Stormwater Program would no longer compete with other General Fund programs for funding.

This resolution authorizes acceptance of the NHDES ARPA grant in the amount of \$100,000 and appropriates that amount to contract with a qualification-based selection (QBS) vendor to perform the evaluations. There is no City match required for the grant. Upon a QBS vendor being approved by NHDES, the Purchasing Agent will issue a PO for up to \$100,000 for the scope of work.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2022.06.08 - 121**

Resolution Re: Reprogram Appropriations for Water Treatment Plant & Well Equipment CIP Project to Water Meter Replacement CIP Project.

WHEREAS: On an annual basis the City Council adopts the Capital Improvements Program (CIP), which includes the Capital Reserve (Non-Debt) Financing authorization for certain Water Fund CIP projects; and

WHEREAS: There is \$131,692.00 of unexpended appropriations in Water Treatment Plant & Well Equipment CIP Project that could be utilized for other Water Fund CIP projects; and

WHEREAS: The City has identified the need for additional funding for completing the Water Meter Replacement CIP Project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT: The amount of \$131,692.00 of unexpended appropriations from the Water Treatment Plant & Well Equipment CIP Project to the Water Meter Replacement CIP Project as follows:

Project Number	Project Description	Available Balance	Reprogram Adjustment	Adjusted Balance
5300.1.300.43320.4741.03530.17	Water Treatment Plant & Well Equipment	56,692.00	(56,692.00)	0.00
5300.1.300.43320.4741.03530.19	Water Treatment Plant & Well Equipment	75,000.00	(75,000.00)	0.00
5300.1.300.43320.4741.03510.17	Water Meter Replacement	0.00	56,692.00	56,692.00
5300.1.300.43320.4741.03510.19	Water Meter Replacement	63,815.29	75,000.00	138,815.29
	Total Available Funding	195,507.29	0.00	195,507.29

NOTE: This resolution reprograms unexpended appropriations therefore requires a duly advertised public hearing and a 2/3 favorable vote of all members for passage.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2022.06.08 - 121**
Resolution Re: Reprogram Appropriations for Water Treatment Plant & Well Equipment CIP Project to Water Meter Replacement CIP Project.

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 12.C.3.

Resolution Number: **R – 2022.06.08 - 121**
Resolution Re: Reprogram Appropriations for Water Treatment Plant & Well Equipment CIP Project to Water Meter Replacement CIP Project.

RESOLUTION BACKGROUND MATERIAL:

This resolution does not authorize any additional appropriation. The City Council previously authorized the appropriation for the Water Treatment Plant & Well Equipment CIP Project.

This resolution does not authorize an increase in the indebtedness of the City. The City Council previously authorized capital reserve (non-debt) financing the identified project. This resolution reprograms funding from the Water Treatment Plant & Well Equipment CIP Project to the Water Meter Replacement CIP Project.

On December 9, 2015 the City Council adopted the FY2017 Capital Improvements Plan (CIP) Non-Debt Financed Projects Authorization, which included \$75,000.00 for Water Treatment Plant & Well Equipment. On December 13, 2017 the City Council adopted the FY2019 Capital Improvements Plan (CIP) Non-Debt Financed Projects Authorization, which included \$75,000.00 for Water Treatment Plant & Well Equipment. A review of the remaining Water Meter replacements that are required to move the City off of using the old Trace and Orion meters has been determined. Whereas completing the Water Meter replacement change out is a top priority for the City, it has been determined most advantageous to utilize unexpended Water Treatment Plant & Well Equipment unexpended appropriations for Water Meter Replacement.

The Capital Improvements Program contains an annual funding level to support the water meter change-out program to abandon old, outdated water meters. Technology has shifted to a full radio-read system that allows for fixed-based monitoring of water reads over the City's dedicated microwave tower system. The City has been using in-house staff to change out all the meters to save on installation costs as opposed to engaging plumbing or mechanical contractors. A replacement schedule ensures the water meters in the system are not outdated and are recording water usage correctly. Not only have some meters reached their life expectancy, but also require inefficient, manual reading of the actual meters. The meter readings are also used as the basis for determining volumetric sewer bills.

The goal is to convert to an entire radio read system to eliminate the need for manual reading of meters which will improve meter read accuracy and enhance overall efficiency. Work remains ongoing with in-house City staff where two separate crews have been dedicated to meter change outs. As of the end of May 2022, the total service #1 domestic meter count was 8,591 with the following breakdown: Orion 330 (intermediate technology – allows for remote reading, but only if crew drives by with remote antenna); MMI/Trace 92 (old/non-supported units – no remote read capability); and Galaxy 8,169 (newest technology – allows for remote reading via antenna network).

The requested funding amount will allow the City to complete final conversion of all older style water meters, with replacements of newest radio read technology. Future annual and ongoing CIP requests are expected to help maintain the existing network of meters, and to allow periodic replacements, as may be necessary.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.06.22 – 122**
Resolution Re: Authorization to Purchase Cisco Webex Desk Pro Video Conferencing Devices

- WHEREAS: A sealed Request for Proposal (RFP) #B21027 was issued and received for a Collaboration and Conferencing Solution on December 10, 2020 at 2:00 PM. A non-mandatory pre-bid meeting was held by audio conference on November 24, 2020 at 10:00 AM with six vendors in attendance; and
- WHEREAS: The City Council approved RFP #B21027 submitted by FirstLight Fiber, Inc. of Albany, NY in the amount of \$71,062.00 via resolution [R-2021.03.24-037](#) for various Cisco Webex devices with funding through an Emergency Management Performance Grant, COVID-19 Supplemental (EMPG-S), approved via resolution [R-2020.10.28-179](#); and
- WHEREAS: The City also received authorization to accept funds from the Governor's Office for Emergency Relief and Recovery (GOFERR) via resolution [R-2020.05.13-073](#) and is the recent recipient of a grant offered by the GOFERR in the amount of \$53,582.00 to purchase additional Cisco Webex devices; and
- WHEREAS: The City requested and received a quote from FirstLight Fiber, Inc. in the amount of \$56,805.52 to purchase an additional eight (8) Webex Desk Pros with associated support, warranties, registration and licenses. In an effort to seamlessly expand on the recently implemented video conferencing solution, it is the recommendation to proceed with an award to FirstLight Fiber, Inc.; and
- WHEREAS: Per 5-28.B. Competitive bidding may be waived by the majority vote of the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order to FirstLight Fiber, Inc. of Albany, NY for eight (8) Webex Desk Pros with associated support, warranties, registration and licenses in the amount of \$56,805.52. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	Appropriation	Balance	Charge
2290.1.220.42220.4745.02266.22	Computers & Communication Equip.	56,806.00	56,806.00	56,805.52
			Total	56,805.52



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.06.22 – 122**
Resolution Re: Authorization to Purchase Cisco Webex Desk Pro Video Conferencing Devices

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.1.

Resolution Number: **R – 2022.06.22 – 122**
Resolution Re: Authorization to Purchase Cisco Webex Desk Pro Video Conferencing Devices

RESOLUTION BACKGROUND MATERIAL:

Fire and Rescue, in accordance with Section 8 of its Strategic Plan, (*Competing Priorities Between Training Delivery and Service Delivery*) is utilizing available grant funds that will meet the needs identified in Section 8, and also to improve collaboration between all involved parties during an EOC activation. In addition to providing greater situational awareness in the EOC, providing for a greater capacity to maintain a presence in response districts during classroom training and meeting events, a video conference solution allows Fire and Rescue to follow CDC and State guidance with regard to social distancing and isolation in response to the COVID-19 pandemic.

Fire & Rescue staff identified the State of NH Emergency Management Performance Grant program as a means to fund this critical need. The application was successful, providing the opportunity for the cost for the equipment to be funded via the Emergency Management Performance Grant. FirstLight's proposal through RFP #B21027 was based on the benefit to the department with an all-in-one interactive video conferencing solution. The all-in-one solution provides for an intuitive user experience and minimal installation effort. The solution allows for future expansion internally and throughout City departments if the need ever arises.

Fire & Rescue staff identified an additional grant opportunity in March 2022 through the Governor's Office for Emergency Relief and Recovery (GOFERR) to expand on the existing interactive video conferencing solution originally offered by FirstLight Fiber, Inc.

Grants offered through the GOFERR, will reimburse the City 90% (\$48,224.00) of eligible expenses on the grant award amount of \$53,582.00 with a City match of 10% (\$5,358.00) plus the additional \$3,224.00 to purchase the eight(8) Webex Desk Pros with associated support, warranties, registration and licenses in the total amount of \$56,805.52.

Award Information:

A purchase order will be issued to FirstLight Fiber, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	N/A
Invitations Emailed:	N/A	Number of Responses:	N/A
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	7/1/2022	Estimated Delivery:	Completion by 12/2022
Recommended Award to:	FirstLight Fiber, Inc.	Fund:	GOFERR
Other Approvals Required:	Yes, approved through GOFERR	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	5-28.B. Waive Competitive Bidding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.06.22 – 123**

Resolution Re: B14074 Portsmouth-Dover Water System Interconnect,
Underwood Engineers, Inc Professional Engineering Services.

- WHEREAS: A sealed Request for Qualifications (RFQ) B14074 was issued and received for Professional Engineering Services for Water Systems Facility Upgrades on July 9, 2014 at 11:00 am. Four firms replied and interviews were conducted on August 3, 2014 with representatives from all four firms. The evaluating committee recommended award (UE) Underwood Engineers, Inc. as most qualified and was approved via council Resolution [R-2014.11.12-120](#);and
- WHEREAS: The City's participation in the Drinking Water and Ground Water Trust provides an opportunity for up to \$111,500.00 in grant funds to Dover and was approved via City Council resolution [R-2022.02.23-051](#). The City of Portsmouth will contract with UE for their share in the same amount; and
- WHEREAS: UE provided the preliminary design phase in the amount of \$34,700 in 2017 and has now offered the final design phase in the amount of \$111,500.00, which represents Dover's 50% share, therefore, it is the recommendation to proceed with a contract in the amount of \$111,500.00 to Underwood Engineers, Inc; and
- WHEREAS: NH Department of Environmental Services notes that this proposed water main interconnection is important not only to Dover and Portsmouth, but also for ten other communities in the seacoast area including Rochester, Somersworth, Rye, Hampton, North Hampton, and Seabrook. This interconnection is one of several critical links to providing emergency water supply to the seacoast region.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a purchase order to Underwood Engineers, Inc. of Portsmouth, NH for engineering services that include Portsmouth-Dover water systems interconnect final design services in the amount not to exceed \$111,500.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein. The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	Appropriation	Balance
tbd	Portsmouth-Dover Water Systems Interconnect	111,500	111,500
AUTHORIZATION			

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.06.22 – 123**
Resolution Re: B14074 Portsmouth-Dover Water System Interconnect,
Underwood Engineers, Inc Professional Engineering Services.

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.2.

Resolution Number: **R – 2022.06.22 – 123**

Resolution Re: B14074 Portsmouth-Dover Water System Interconnect,
Underwood Engineers, Inc Professional Engineering Services.

RESOLUTION BACKGROUND MATERIAL:

The subject project is for the design of a water main interconnection between the City of Dover and the City of Portsmouth. The concept is to attach the water main pipe to a proposed new NHDOT bridge crossing the Piscataqua River along the Dover/Portsmouth boundary. The NHDOT bridge is currently under design and this request by Dover-Portsmouth is to fund the additional cost for their consultant to design the structural components for the watermain into the bridge design, and incorporate this design into the overall NHDOT bridge project. The Cities are requesting a \$223,000 grant from the DWGTF to be split 50/50. A summary of how the project demonstrates the circumstances for consideration to the Special Projects Assistance Program is provided below.

NHDES concurs with the Cities that the application is time critical. NHDOT has hired an engineering consultant to design the proposed bridge which is currently in the final design phase. Preliminary plans are anticipated to be completed by April 2022. NHDOT has agreed to allow both communities to utilize the bridge to carry a watermain pipe which will be able to provide water to both communities during an emergency. NHDOT through their design consultant will provide design phase services to support the pipe crossing including structural design of the members, support, and bracing for the water line (details are outlined in the Scope of services included with the application). However, NHDOT has indicated they cannot fund the complete design for this scope of work. It is critical that the design of this water main pipe be incorporated into the overall design of the bridge prior to final design and bidding of the bridge project.

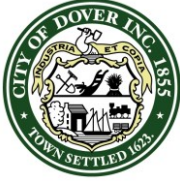
Award Information:

A purchase order will be issued to the vendor selected to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	206	Number of Responses:	4
Warranty:	n/a	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	2022
Recommended Award to:	Underwood Engineers, Inc.	Fund:	FY22 CIP Water
Other Approvals Required:	DES	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B14074 Bid Documents and Vendor List](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.06.22 – 124**
Resolution Re: B22068 Catch Basin Cleaning Services

WHEREAS: A Sealed Request for Bid #B22068 was solicited and received on May 18, 2022 at 2:00 PM for Catch Basin Cleaning Services of approximately 1,563 catch basins in the North end of the City for work to begin after July 1, 2022 and completed no later than December 31, 2022; and

WHEREAS: Three (3) bid responses were received and reviewed for necessary qualifications, experience, skills, project understanding, approach and ability to comply with proposed scope of services, as well as one (1) no bid reply. While not the low bidder, it is the recommendation by the Community Services Department, to award to Triton Storm Water of Harrisville, RI, who previously worked for the City in 2021 completing catch basin cleaning services on the South end of the City, at the rate of \$60.00 per basin for a total projected amount of \$93,780.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a purchase order to Triton Storm Water of Harrisville, RI for Catch Basin Cleaning Services given the rates provided in conjunction with Bid #B22068 in the projected amount not to exceed \$93,780.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing				
Account	Description	FY23 Appropriation	Balance	Charge
1000.1.300.43155.4443.00000.00	Stormwater Rental of Equip.	93,780.00	93,780.00	93,780.00
			Total	93,780.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

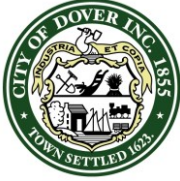
Resolution Number: **R – 2022.06.22 – 124**
Resolution Re: B22068 Catch Basin Cleaning Services

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.06.22 – 124**
Resolution Re: B22068 Catch Basin Cleaning Services

RESOLUTION BACKGROUND MATERIAL:

The City of Dover, NH has approximately 4,450 catch basins in its storm water drainage system, including schools and City-owned parking lots. The Community Services Department is responsible for the operation and maintenance of the storm water system and oversees the contracted cleaning of the catch basins on the South side of Dover one year and the North side of Dover the following year.

The City has identified a vendor to clean the North side catch basins this summer/fall 2022. The City will provide the selected contractor with a map of the storm water system indicating the structures that are to be cleaned. The vendor will be allowed to leave their equipment at the Dover Public Works Facility on Mast Road to help facilitate timely daily operational activities. The vendor selected will be responsible for transporting catch basin debris to the City of Dover Dredge-Cell Landfill located off River Street or to the Waste Water Treatment Plant at 484 Middle Road in Dover for proper disposal. Work is to be completed by December 31, 2022.

A Community Services Department employee will be assigned to the selected vendor for coordination and inspection of basins to ensure compliance with the city of Dover MS4 requirements. The City will provide the vendor with a location map. City staff will be notified immediately by the Vendor if a basin is found with a silt bag in it.

While Triton Storm Water is not the low bidder, their proposal being \$1.00 higher per catch basin or \$1,563.00 total, the Community Services Department is making this recommendation based on past performance and experience with Triton's record keeping in regards to Asset Management. The cleaning process requires operators of the vacuum equipment to perform condition assessments of the catch basin structures, with some level of measuring how full the basins are, or a determination of how much material is removed. This is a critical component for accurate reporting on the annual MS4 Stormwater Permit. Triton has previously met or exceeded the City's expectations, while other vendors have struggled.

Award Information:

A purchase order will be issued to Triton Storm Water to authorize expenditures as outlined in this resolution.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.3.

Resolution Number: **R – 2022.06.22 – 124**

Resolution Re: B22068 Catch Basin Cleaning Services

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	91	Number of Responses:	4 (one “no bid” reply)
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	N/A	Contract:	Yes
Prices will hold for:	December 31, 2022	Estimated Delivery:	As needed, after July 1, 2021
Recommended Award to:	Triton Storm Water	Fund:	Operating
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22068 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2022.06.22 – 125**

Resolution Re: B22070 Household Hazardous Waste Collection Services

WHEREAS: A Sealed Request for Bid #B22070 was issued and received for Household Hazardous Waste Collection Services on May 26, 2022 at 1:30 p.m.; and

WHEREAS: Two firms responded with unit pricing for different chemicals that the City anticipates will be collected for the project in its entirety. The collection day will be held on August 20, 2022; and

WHEREAS: The low bid meeting specifications was submitted by MXI Environmental Services, LLC of Abingdon, VA at varying rates for collection of various household hazardous waste chemicals. The estimated annual expenditure may exceed the \$25,000.00 threshold thereby require council approval.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order to MXI Environmental Services, LLC of Abingdon, VA for Household Hazardous Waste Collection Services at given rates provided in conjunction with bid #B22070. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	FY23 Appropriation	Balance
3320.1.300.43230.4421.000000	Waste Disposal Services	708,432	708,432

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2022.06.22 – 125**

Resolution Re: B22070 Household Hazardous Waste Collection Services

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.4.

Resolution Number: **R – 2022.06.22 – 125**

Resolution Re: B22070 Household Hazardous Waste Collection Services

RESOLUTION BACKGROUND MATERIAL:

The City requested proposals from qualified firms for Household Hazardous Waste Collection Services. The vendor will operate collection activities on site at the Community Services Garage on Saturday, August 20, 2022 from 8:30 a.m. to 12:30 p.m. All collected waste, equipment and related materials resulting from the operation of this collection will be removed from the site by the vendor no later than 7:00 p.m. on the day of the collection.

The prior year expense in August 2021 was \$23,960.00.

Bid Information:

A Sealed Request for Bid #B22070 was issued and received for Household Hazardous Waste Collection Services on May 26, 2022 at 1:30 p.m.

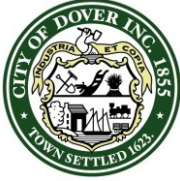
Award Information:

A purchase order will be issued to MXI Environmental Services, LLC selected to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	100	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Completion	Estimated Delivery:	8/20/2022
Recommended Award to:	MXI Environmental Services, LLC	Fund:	Recycling Collections
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22070 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2022.06.22 – 126**

Resolution Re: B22075 Bulk Oil and Lubricant Products

WHEREAS: A sealed Request for Bid #B22075 was requested and received for Bulk Oil and Lubricant Products on June 8, 2022 at 2:00 p.m.; and

WHEREAS: One vendor responded with unit pricing for varying items that includes all fees (i.e., delivery, fuel surcharge and drum deposits). It is the recommendation to proceed with an award to Dennison Lubricants of Lakeville, MA at [varying prices per unit](#) in conjunction with bid #B22075 and indicated on the vendor's bid submission. Prices to remain in effect from July 1, 2022 through June 30, 2023; and

WHEREAS: The estimated annual expenditure may exceed the \$25,000.00 threshold thereby require council approval.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a purchase order to Dennison Lubricants for bulk oil and lubricant products on an as needed basis at varying per unit prices provided in conjunction with Bid #B22075. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	FY23 Appropriation	Balance
xxxx.1.xxx.xxxxx.4654.xxxxx.xx	Maintenance Supplies	365,829	365,829

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2022.06.22 – 126**

Resolution Re: B22075 Bulk Oil and Lubricant Products

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.5.

Resolution Number: **R – 2022.06.22 – 126**

Resolution Re: B22075 Bulk Oil and Lubricant Products

RESOLUTION BACKGROUND MATERIAL:

The City requested bids for bulk oil and lubricant products to be purchased on an as needed basis. Examples of items include varying types of vehicle oil, antifreeze, windshield washer fluid and power steering fluid.

As the City received only one response, City staff conducted informal pricing sampling with other suppliers and compared to items listed on the NH state bid, and Dennison Lubricants has the best offered pricing for the items that the City anticipates purchasing during fiscal year 2023. Dennison Lubricants has been the City's vendor for bulk oil and lubricant products for the past several years and the City has been very pleased with their service and quality products.

Bid Information:

A sealed Request for Bid #B22075 was requested and received for Bulk Oil and Lubricant Products on June 8, 2022 at 2:00 p.m.

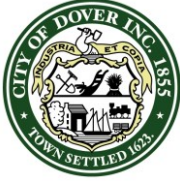
Award Information:

A purchase order will be issued to Dennison Lubricants to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	87	Number of Responses:	1
Warranty:	Per manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	6/30/2023	Estimated Delivery:	As Needed
Recommended Award to:	Dennison Lubricants	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22075 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2022.06.22 – 127**

Resolution Re: B22077 Specialized Municipal Legal Services

- WHEREAS: The City occasionally has the need to retain outside legal counsel on various types of matters; and
- WHEREAS: The sealed request for proposal #B22077 was requested and received for “As Needed” Specialized Municipal Legal Services on June 7, 2022 at 2:30 p.m.; and
- WHEREAS: Four (4) vendors responded with varying amounts of prior experience with the City, a wide spectrum of experience in municipal related legal issues, and varying rate structures for services rendered as needed. Rates are to hold for two (2) years unless otherwise noted beginning July 1, 2022; and
- WHEREAS: The vendors submitting proposal and deemed most advantageous to the City are:

Sheehan Phinney Bass & Green, PA	Manchester, NH
Devine, Millimet & Branch, PA	Manchester, NH
Mitchell Municipal Group, PA	Laconia, NH
Drummond Woodsum & McMahon	Manchester, NH

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue Purchase Orders to the above referenced vendors for as needed specialized municipal legal services at rates provided in conjunction with Bid #B22077. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	FY23 Appropriation	Balance
xxxx.1.xxx.xxxxx.4334.xxxxx.xx	Legal Services	160,000.00	160,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2022.06.22 – 127**

Resolution Re: B22077 Specialized Municipal Legal Services

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.6.

Resolution Number: **R – 2022.06.22 – 127**

Resolution Re: B22077 Specialized Municipal Legal Services

RESOLUTION BACKGROUND MATERIAL:

Day-to-day legal matters impacting and or involving the City are managed by the City Attorney. Historically, the City has utilized outside specialized legal services in the areas of Environmental Law, and Labor and Employment law. In addition, limited use of outside legal services occurs in general municipal law involving matters for which the City Attorney has a conflict of interest or in matters of importance requiring a second opinion or additional assistance. Four (4) vendors responded with varying amounts of prior experience with the City, a wide spectrum of experience in municipally related legal issues, and varying rate structures for services rendered as needed.

Joshua Wyatt, Dover City Attorney, is a former partner of Devine, Millimet & Branch, P.A. Mr. Wyatt has been separated from this firm for over three years and has no continued financial relationship.

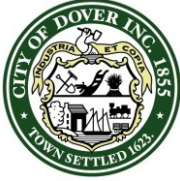
Award Information:

A purchase order(s) will be issued to the vendors selected to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	35	Number of Responses:	4
Warranty:	N/A	Terms:	Net 30
Work Bonded:	No	Contract:	Yes
Prices will hold for:	2 Years (6/30/2024)	Estimated Delivery:	As needed
Recommended Award to:	Firms as outlined in this resolution to be used on an as-needed basis.	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22077 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2022.06.22 – 128**

Resolution Re: **Dog Warrant for Unlicensed Dogs**

WHEREAS: Dog owners are required to license their dogs by May 1st of each year; and

WHEREAS: RSA 466:14 requires that the City Clerk, within 20 days from June 20th, seek authority to issue a warrant to local law enforcement.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL:

The City Clerk is hereby authorized to issue the annual dog warrant for owners who have not properly licensed their dogs to date, and to proceed with civil forfeiture proceedings as provided for by State law.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved as to Legal Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.7.

Resolution Number: **R – 2022.06.22 – 128**
Resolution Re: **Dog Warrant for Unlicensed Dogs**

DOCUMENT HISTORY:

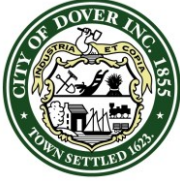
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Ciotti		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Marcia Gasses, Ward 4		
Councilor Dennis Shanahan, Ward 5		
Councilor Fergus Cullen, Ward 6		
Councilor John O'Connor, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Resolution does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

RSA chapter 466 contains annual time-based requirements for dog licensure. RSA 466:1 states that every owner or keeper of a dog over 4 months of age shall obtain a license, which remains in effect each year from May 1 to April 30. Failure to timely license or renew a license results in a forfeiture. *See* RSA 466:13. Within twenty days from June 20th (*i.e.*, no later than July 10, 2022), [RSA 466:14](#) requires the City Clerk to obtain authority from the City council to issue a warrant to the appropriate local law enforcement officer to continue the annual process of collecting fees and fines for dog registrations.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2022.06.22 – 129**

Resolution Re: Changing of Ward 2 Polling Facility

WHEREAS: The City Clerk has concluded that the current Ward 2 needs a new polling facility;

WHEREAS: The City of Dover has offered the use of the Dover Ice Arena, 110 Portland Avenue, as the location for the Ward 2 polling facility; and

WHEREAS: The City Clerk has toured the facility proposed for the polling location discussed above and has deemed it to be accessible to the public as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Dover Ice Arena, 110 Portland Avenue, is designated as the Ward 2 polling place for elections.

AND, FURTHER BE IT RESOLVED;

Public notice shall be given to effect the foregoing changes in polling places.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved as to Legal Form: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.8.

Resolution Number: **R – 2022.06.22 – 129**
Resolution Re: Changing of Ward 2 Polling Facility

DOCUMENT HISTORY:

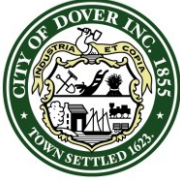
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

In accordance with applicable law and the City's recently amended charter, the City revised its ward boundaries by ordinance enacted February 9, 2022. The City must provide an adequate polling place in each ward. See RSA 44:7. The School Board approved the use of this facility in 2019.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2022.06.22 – 130**

Resolution Re: Changing of Ward 3 Polling Facility

WHEREAS: The City Clerk has concluded that the current Ward 3 needs a new polling facility;

WHEREAS: The City of Dover has offered the use of the Woodman Park Elementary School, 11 Towle Avenue, as the location for the Ward 3 polling facility; and

WHEREAS: The City Clerk has toured the facility proposed for the polling location discussed above and has deemed it to be accessible to the public as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Woodman Park Elementary School, 11 Towle Avenue, is designated as the Ward 3 polling place for elections.

AND, FURTHER BE IT RESOLVED;

Public notice shall be given to effect the foregoing changes in polling places.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved as to Legal Form: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.9.

Resolution Number: **R – 2022.06.22 – 130**
Resolution Re: Changing of Ward 3 Polling Facility

DOCUMENT HISTORY:

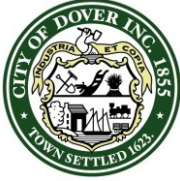
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

In accordance with applicable law and the City's recently amended charter, the City revised its ward boundaries by ordinance enacted February 9, 2022. The City must provide an adequate polling place in each ward. See RSA 44:7. The School Board approved the use of this facility in 2019.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2022.06.22 – 131**

Resolution Re: Changing of Ward 4 Polling Facility

WHEREAS: The City Clerk has concluded that the current Ward 4 needs a new polling facility;

WHEREAS: The City of Dover has offered the use of the Garrison Elementary School, 50 Garrison Road, as the location for the Ward 4 polling facility; and

WHEREAS: The City Clerk has toured the facility proposed for the polling location discussed above and has deemed it to be accessible to the public as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Garrison Elementary School, 50 Garrison Road, is designated as the Ward 4 polling place for elections.

AND, FURTHER BE IT RESOLVED;

Public notice shall be given to effect the foregoing changes in polling places.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved as to Legal Form: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.10.

Resolution Number: **R – 2022.06.22 – 131**
Resolution Re: Changing of Ward 4 Polling Facility

DOCUMENT HISTORY:

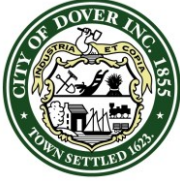
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

In accordance with applicable law and the City's recently amended charter, the City revised its ward boundaries by ordinance enacted February 9, 2022. The City must provide an adequate polling place in each ward. See RSA 44:7. Dr. William Harbron, School Superintendent, approved the use of this facility.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11

Resolution Number: **R – 2022.06.22 – 132**

Resolution Re: Changing of Ward 5 Polling Facility

WHEREAS: The City Clerk has concluded that the current Ward 5 needs a new polling facility;

WHEREAS: The City of Dover has offered the use of the Dover Middle School, 16 Daley Drive, as the location for the Ward 5 polling facility; and

WHEREAS: The City Clerk has toured the facility proposed for the polling location discussed above and has deemed it to be accessible to the public as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Dover Middle School, 16 Daley Drive, is designated as the Ward 5 polling place for elections.

AND, FURTHER BE IT RESOLVED;

Public notice shall be given to effect the foregoing changes in polling places.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved as to Legal Form: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.11

Resolution Number: **R – 2022.06.22 – 132**
Resolution Re: Changing of Ward 5 Polling Facility

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

In accordance with applicable law and the City's recently amended charter, the City revised its ward boundaries by ordinance enacted February 9, 2022. The City must provide an adequate polling place in each ward. See RSA 44:7. Dr. Harbron, School Superintendent, approved the use of this facility.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2022.06.22 – 133**

Resolution Re: Setting Voting Hours for September 13, 2022 State of New Hampshire Primary Election and the November 8, 2022 New Hampshire General Election

WHEREAS: In accordance with State law, the City Council must set voting hours in the City of Dover; and

WHEREAS: The New Hampshire State Primary Election will be held on September 13, 2022 and the New Hampshire General Election will be held on November 8, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL:

The voting hours at all Wards in the City of Dover shall be from 7:00 a.m. to 7:00 p.m. for both the New Hampshire State Primary Election on September 13, 2022 and the New Hampshire General Election on November 8, 2022.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By request

Approved as to Compliance and Legal Form: Joshua M. Wyatt
City Attorney

Recorded by: Susan Mistretta, City Clerk

Document Created by: City Clerk
Document Posted on: June 17, 2022

R-2022.06.22_ Setting Voting Hours for September 13, 2022 State of New Hampshire Primary Election and the November 8, 2022 New Hampshire General Election
Page 1 of 2



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.12.

Resolution Number: **R – 2022.06.22 – 133**
Resolution Re: Setting Voting Hours for September 13, 2022 State of New Hampshire Primary Election and the November 8, 2022 New Hampshire General Election

DOCUMENT HISTORY:

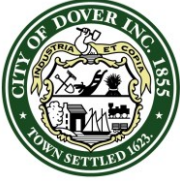
First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

Pursuant to RSA 44:13 and RSA 659:4, the City Council must determine the hours of the polls at least 30 days prior to elections. The Moderators and Supervisors of the Checklist have been contacted in regards to these hours and are in agreement. The City Clerk also concurs with these hours. Rules regarding absentee voting will allow people who work during these hours to vote via absentee ballot.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2022.06.22 – 134**

Resolution Re: **Amendment to Merit, Classification and Pay Plans**

- WHEREAS: The City Charter requires the City Manager submit any amendments to the Merit Plan to the City Council as an item on a regular Council meeting agenda; and,
- WHEREAS: The City Council shall, within sixty days after having received the amendments, take action to approve or disapprove them at a regular Council meeting; and,
- WHEREAS: The Merit Plan includes, as specific attachments, the Classification Plan, which establishes authorized position classifications and grade levels for each class of position in the City's Administrative Service and the Pay Plan (Wage Schedule), which provides minimum, maximum, and intermediate pay rates established for each grade; and,
- WHEREAS: To ensure consistency remains between the Merit Plan and ratified Collective Bargaining Agreements, amendments are needed to reflect the current grade assignments for all position classifications in the City's Administrative Service, the pay rates negotiated for fiscal year 2023 and provisions pertaining to the date upon which wage increases are awarded.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council approves the attached amendment to the Merit Plan, Classification Plan, and Pay Plan (Wage Schedule) as submitted by the City Manager.

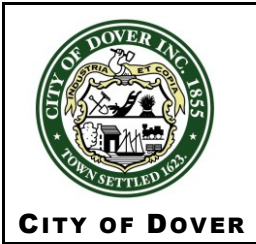
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER - RESOLUTION

Agenda Item#: 13.A.13.

Resolution Number: **R - 2022.06.22 – 134**
Resolution Re: **Amendment to Merit, Classification and Pay Plans**

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		

RESOLUTION BACKGROUND MATERIAL:

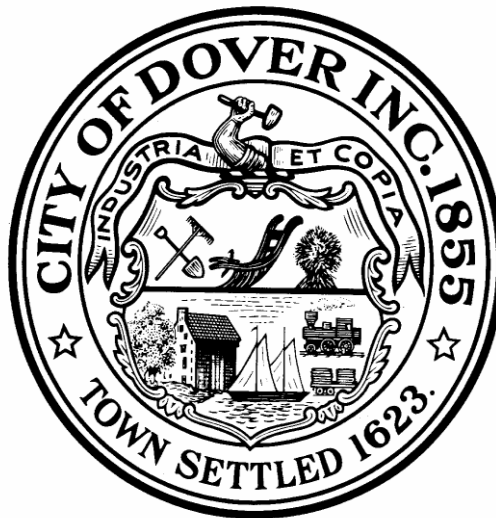
Attached to this resolution are the following: (1) Merit Plan, Effective July 1, 2022; (2) FY2023 Classification Plan; and (3) Pay Plan entitled FY2023 Wage Schedule.

The Merit Plan includes a Classification Plan which establishes position classifications and grade levels for each class of position in the City's Administrative Service and a Pay Plan (Wage Schedule), which provides minimum, maximum, and intermediate pay rates established for each grade.

To allow for consistency with the provisions included in ratified Collective Bargaining Agreements, the City Manager is submitting the attached amendment to the Merit Plan in order to properly reflect the grade system and classification titles for all positions in the City's Administrative Service.

MERIT PLAN

CITY OF DOVER
New Hampshire



Submitted by

J. Michael Joyal, Jr
City Manager

Effective July 1, ~~2021~~2022

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MERIT PLAN OF THE CITY OF DOVER, NH

ARTICLE I. PURPOSE

It is the purpose of this Merit Plan to give effect to the provisions of the Dover, New Hampshire City Charter. The rules and regulations that comprise the Merit Plan and are contained herein shall be applied in accordance with the purpose of section C7-2 of the City Charter, which is interpreted and declared to be as follows:

- Section 1: To provide for an efficient system of modern personnel administration based on the principles of merit and designed to ensure sound and consistent employment practices.
- Section 2: To provide for the selection, appointment, promotion, training, transfer, lay off, discipline, and removal of City of Dover employees on the basis of merit.
- Section 3: To provide for a position classification system within the Administrative Service of the City, to be known as the Classification Plan.
- Section 4: To provide for a compensation system for City of Dover employees holding positions in the Classified Service of the City, to be known as the Pay Plan.
- Section 5: To provide for City of Dover employees a definite policy regarding annual leave, personal illness leave, and other leaves of absence.
- Section 6: To provide for City of Dover employees a definite policy regarding eligibility for participation in a retirement plan and other benefits.
- Section 7: To provide for City of Dover employees a procedure for appeals related to the application of these rules and regulations.
- Section 8: To provide for other matters necessary to ensure the maintenance of efficient service and the improvement of working conditions.

ARTICLE II. AMENDMENT OF MERIT PLAN

The City Manager may amend the rules and regulations contained within this Merit Plan from time to time as deemed suitable and necessary to carry out the provisions of the City Charter by submission of such amendments to the City Council. An amendment shall become effective pursuant to the provisions of the Dover City Charter C7-2. The Classification Plan and the Pay Plan are appended to and made a part of this Merit Plan. All amendments to the Classification Plan and all amendments to the Pay Plan shall become effective only after approval of the Dover City Council through the use of the procedure contained in Dover City Charter C7-2

ARTICLE III. DEFINITIONS

For the purpose of the rules and regulations contained herein, the following words and terms shall have the meaning indicated below:

- Definition 1: ADMINISTRATIVE SERVICE shall mean the entire body of employees holding positions in the Classified Service, all of whom serve under the appointive powers of the City Manager and/or department heads.

- Definition 2: APPOINTING AUTHORITY shall mean the City Manager or department head, who shall have the authority to hire and/or terminate the employment of persons for the City of Dover in accordance with the duties and powers conferred by the City Charter and these rules and regulations.
- Definition 3: APPOINTMENT shall mean the selection and hiring by the Appointing Authority of a person to fill a position in the Classified Service of the City. Appointments shall be of the following types: Original, Temporary, Re-Employment, Transfer, Promotion, Demotion.
- Definition 4: CLASSIFICATION, OR CLASS OF POSITIONS shall mean a position or grouping of positions in the Classified Service of the City having similar duties and responsibilities and requiring similar qualifications.
- Definition 5: CLASSIFICATION PLAN shall mean the overall organization of positions into groups or classes on the basis of the duties and responsibilities of the position and knowledge, skill and ability necessary for adequate performance of the essential functions of the position.
- Definition 6: CLASSIFIED SERVICE shall mean the collection of all full-time and part-time positions included in the Classification Plan of the City which are subject to the appointing authority of the City Manager and/or department heads.
- Definition 7: DEMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a lower maximum salary rate.
- Definition 8: DISCRETIONARY AND PROFESSIONAL SERVICE shall mean department heads or other employees who are immediate subordinates and report directly to the City Manager. Such employees are particularly qualified and regularly and routinely as part of their duties, exercise discretion and judgment over the performance of their functions. These employees are considered part of the Classified Service, but shall not always be subject to all provisions of the Merit Plan. As such, for the purposes of recruitment and retention of this type of personnel, the City Manager may provide these employees with additional benefits or incentives. The City Manager may enter into employment and severance agreements with employees who are members of the Discretionary and Professional Service. A Resolution for each agreement shall be placed as a separate item on the next regular Council agenda prior to the execution of the agreement by the City Manager. The proposed written agreement shall be available to the Council and to the public. The City Council shall review and approve or disapprove the cost items of all employment and severance agreements at the first available regular council meeting or within thirty (30) days whichever is less. Persons employed as part of the Discretionary and Professional Service shall be appointed by reason of their particular training and experience as determined by the City Manager to be the best qualified and available person for the job. Such persons shall not necessarily be appointed or promoted according to standard promotional procedures as applicable for all other employees of the Classified Service. Discretionary and Professional Service employees shall receive a salary in compensation for their services rendered, irrespective of their regular hours of employment. Discretionary and Professional Service employees shall include, but not necessarily be limited to

the Assistant City Manager, City Attorney, City Clerk and the department heads or other administrative staff as may be defined in the Administrative Code.

Definition 9: EMPLOYEE shall mean any person who has been appointed to a position in the Classified Service of the City in accordance with the provisions of the City Charter and these rules and regulations.

Definition 10: ENTRANCE EXAMINATION shall mean a standard examination which may be given to all applicants for appointment to a position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 11: HOURLY EMPLOYEE shall be any employee compensated for each hour of work performed at an hourly rate as stipulated in the Pay Plan of the City of Dover for their particular position and pay step. Hourly employees are Fair Labor Standards Act non-exempt employees and are distinguished from salaried employees.

Definition 12: ORIGINAL APPOINTMENT shall mean the appointment of a person having never been previously employed by the City to a position in the Classified Service of the City.

Definition 13: PROBATIONARY PERIOD shall mean an evaluation period following appointment to a position in the Classified Service of the City which shall be utilized as fully as possible to determine the ability of the employee to satisfactorily fulfill the requirements of the position to which they were appointed. All employees appointed to positions in the Classified Service whose employment is intended to exceed four (4) months in a single calendar year shall be subject to a probationary period.

Definition 14: PROMOTION shall mean a change of the employment status of an employee from a position in one class to a position in another class having a higher maximum salary rate.

Definition 15: PROMOTIONAL EXAMINATION shall mean a qualifying examination which may be given to all applicants for appointment to a higher classified position in the Classified Service of the City, to determine their general qualification for service with respect to the particular position for which they are applying.

Definition 16: PROVISIONAL APPOINTMENT shall mean a non-competitive appointment of a person to a position in the Classified Service of the City made on a temporary basis pending the completion of a selection and appointment process.

Definition 17: RE-EMPLOYMENT shall mean the appointment of a person having been previously employed by the City to a position in the Classified Service of the City.

Definition 18: REGULAR FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

Definition 19: REGULAR PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week and who is retained to work twelve (12) or more consecutive calendar months in any position classification included in the Classification Plan of the City.

- Definition 20: SALARIED EMPLOYEE shall be any employee receiving a salary as stipulated in the Pay Plan of the City of Dover for their particular position and pay step as compensation for their services rendered, irrespective of their regular hours of employment. Salaried employees are Fair Labor Standards Act exempt employees and are distinguished from hourly employees.
- Definition 21: SEASONAL OR TEMPORARY FULL-TIME EMPLOYEE shall mean an employee who works more than thirty-two (32) hours per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 22: SEASONAL OR TEMPORARY PART-TIME EMPLOYEE shall mean an employee who works thirty-two (32) hours or less per week for less than twelve (12) consecutive calendar months in any position classification included in the Classification Plan of the City.
- Definition 23: TRANSFER shall mean a change of the employment status of an employee from a position in one class to a position in another class having an equal maximum salary rate.

ARTICLE IV. IMPLEMENTATION AND ADMINISTRATION

- Section 1: Status of Present Employees: Any person holding a position of employment in the City's service, upon the adoption and subsequent amendment of these rules and regulations, shall assume the status of the position held, and shall be presumed to have been appointed in accordance with the rules and regulations contained herein.
- Section 2: Personnel Officer: The City Manager shall be the Personnel Officer of the City of Dover, except as he/she may delegate such duties to another specific individual. Further, the City Manager may delegate limited aspects of the personnel function to other officers, department heads, or agents of the City. Duties of the Personnel Officer shall include the administration of all rules and regulations contained herein.
- Section 3: Applicability: The Merit Plan rules and regulations apply to all employees in the Classified Service of the City except, however, certain parts of these rules and regulations shall be superseded by any conflicting provision contained within an agreement executed pursuant to State Statute between the City of Dover and an authorized employee bargaining unit whose wages, benefits and conditions of employment are embodied in such agreement.
- Section 4: Regulatory Compliance: The City Manager shall have the authority to establish Administrative Regulations and such other administrative policies and procedures consistent with the intent and purpose of the Merit Plan as may be necessary to ensure ongoing compliance with federal and/or state employment regulations. The City Manager shall notify the City Council of proposed changes and shall provide the City Council with a written copy of the regulations and policies by placing a copy in the City Clerk's office.

ARTICLE V. CLASSIFICATION PLAN

- Section 1: There shall be a Classification Plan for all positions of service in the City. For each class of positions within the City, this Plan shall establish a class title, a

statement of purpose and general duties, authority and responsibility thereof, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. Any changes shall be approved by the City Council pursuant to the procedure stated in the City Charter C 7-2.

Section 2: In maintaining the Classification Plan, the Personnel Officer shall approve and allocate to its appropriate class each position to be included in the Classified Service. In making such allocations, the Personnel Officer shall administer and provide for the uniform and equitable application of the Classification Plan to all positions of service in the City.

Section 3: The class titles set forth in the Classification Plan shall be used to designate positions in the Classified Service of the City in all official records, vouchers and communications, and no person shall be appointed or employed in a position in the Classified Service under any class title which has not been first approved and allocated by the Personnel Officer. This requirement shall not exclude the use of statutory or working titles that may be used informally as appropriate or expedient.

ARTICLE VI. PAY PLAN

Section 1: The Personnel Officer shall be responsible for the development and maintenance of a uniform and equitable Pay Plan, which shall consist of minimum and maximum rates of pay for each class of position and such intermediate steps or increments as considered necessary and equitable. Any changes shall be approved by the City Council pursuant to the procedures stated in the City Charter C7-2.

Section 2: The Pay Plan shall be linked directly with the Classification Plan and shall be established and amended with due regard to ranges of pay for each class of positions; requisite qualifications for each class; prevailing rates of pay for comparable work in other private and public employment within the Dover area, or other comparable municipalities; cost of living factors; suggestions from department heads; other benefits received by employees; the financial condition of the City; and other economic considerations.

Section 3: The compensation of each employee shall be reviewed annually by the City Manager and/or each department head for the purpose of determining which employee shall receive a wage adjustment. Wage adjustments shall mean an increase in the rate of pay, which will result in a move to the next higher step or increment of the established wage scale for the particular position of employment. Said increases in rate of pay shall be made in conjunction with the employee's annual performance evaluation, and shall be awarded on the first day of the pay period immediately following July 1st of the fiscal year after completion of the respective performance evaluation.

Section 4: Wage increases shall be based upon merit. An annual performance appraisal shall be completed for each employee by their supervisor(s) relating generally to their work habits, performance, and other related factors. Employees found to be performing satisfactorily by their supervisor(s) shall be recommended for a wage adjustment to the next higher pay step or increment on an annual basis. The performance review shall be made in order that employees who perform

satisfactorily shall be rewarded, thus providing incentive for continued efficient work. All personnel records, including an annual performance evaluation, tardiness, and absences from work, and length of service to the City, shall be considered when making recommendations for wage adjustments.

- Section 5: All other pay increases received by employees shall be limited to salary adjustments or increases in the Pay Plan itself as a result of those adjustments considered necessary and equitable.

ARTICLE VII. RECRUITMENT AND APPOINTMENT

- Section 1: Equal Employment Opportunity: Individuals shall be selected for employment with the City from the best qualified persons applying for said employment without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations or any other non-merit based factors; preference being given to citizens of the City of Dover when all other qualifications are equal.
- Section 2: Recruitment: Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practical. The character of such search will vary from position to position, but normally shall include posting of notices of vacancy, advertising, and contact with State and other employment offices.
- Section 3: Selection: After completing all candidate evaluation procedures as the Appointing Authority may determine as relevant, necessary, and within the limits of the law, selection shall be made by the Appointing Authority from among those persons who have qualified for appointment.
- Section 4: Promotion: Present employees shall be given maximum opportunity for advancement in the service of the City. Present employees shall be given first consideration in filling a vacancy and shall be afforded training opportunities to qualify for promotion. It is recognized that from time to time, the good of the service may require that a vacancy be filled from outside the current service of the City.
- Section 5: Probation: The probationary period shall be regarded as an integral part of the appointment process and shall be utilized for closely observing an employee's work, ensuring the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards. All original and promotional appointments shall be for a probationary period of twelve (12) consecutive calendar months which may be extended by the Appointing Authority as may be required, but not for a period of more than four (4) additional consecutive months. At a minimum, each probationary employee shall receive a six (6) month performance evaluation. In cases of original employment with the City, during the probationary period, an employee may be dismissed at any time without the right of appeal or hearing in any manner. An employee dismissed during the probationary period from a position to which he/she was promoted, may be reinstated to the position from which he/she was promoted, unless such dismissal is the result of a disciplinary action. Any employee may be placed on probation for a period not exceeding twelve (12) months for cause after having completed probation, in which case

the employee may be dismissed at any time without the right of an appeal or hearing in any manner. The provisions of this section apply to employees appointed to fill regular full-time and part-time positions in the Classified Service of the City.

Section 6: Training: In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, the Personnel Officer shall develop and implement educational training programs whenever possible.

Section 7: Transfer: If an employee, possessing the qualifications necessary to fill a vacant position within the Classified Service of the City, wishes to be transferred from his/her present department to another department, she/he shall be afforded an opportunity to apply and be considered for the position.

ARTICLE VIII. SENIORITY AND LENGTH OF SERVICE AWARDS

Section 1: When an employee transfers from one department to another, or is promoted within the Classified Service of the City, the date of original employment with the City shall count as the starting date for purposes of calculating seniority as it applies to longevity awards, vacation leave and other benefits. Classification seniority shall apply from the date of appointment to the most current position. Classification seniority and/or department seniority shall be distinguished from overall longevity or employment with the City. Employees who leave the employ of the City for a period greater than twenty-four (24) consecutive hours, and who do not work at least one (1) normal work day by reason of their termination of employment with the City, shall be considered permanently severed from employment with the City. Should a former employee of the City return to the employ of the City in either his/her former department or another department within one (1) year from the date of termination, he shall be entitled to consideration for the purposes of longevity pay and vacation benefits only. In all other respects, the re-employment of a former employee shall be considered as a new employment subject to all rules and regulations for new employees as of the date of their most current appointment.

Section 2: Longevity awards paid to employees for length of service shall be calculated on an annual basis from the date of first employment by the City and continuous employment thereafter. Longevity awards shall be paid to each employee on an annual basis as follows:

Five (5) years up to Ten (10) years	\$400/yr
Ten (10) years up to Fifteen (15) years	\$800/yr
Fifteen (15) years up to Twenty (20) years	\$1,200/yr
Twenty (20) years up to Twenty Five (25) years	\$1,600/yr
Twenty Five (25) years and greater	\$2,000/yr

The provisions of this section shall apply only to regular full-time employees and on a pro rata basis to regular part-time employees.

ARTICLE IX. POLITICAL ACTIVITY

- Section 1: No person holding a position in the Classified Service of the City shall seek or accept election, nomination or take an active part in, or make a contribution or donation to any municipal campaign or serve as a member of a committee of such club or organization or seek signatures to any petition provided for by any law, or act as a worker at the polls or distribute badges or pamphlets, or handbills of any kind favoring or opposing any candidate for election or for nomination to a municipal office. Nothing in this ordinance shall be construed to prevent any such employee or officer from becoming or continuing to be a member of a political organization, or from attendance at a political meeting, or enjoying entire freedom from all interference in casting his/her vote. Any person who wishes to accept or seek election or appointment to municipal office shall resign from the City Service upon indicating such intention by formal declaration or other evidence of candidacy. Any violation of this rule shall be sufficient grounds for the discharge of any officer or employee determined guilty of such violation.
- Section 2: Solicitation of Contributions: No officer or employee in the City service shall directly or indirectly contribute, solicit or receive, or be in any manner concerned in contributing, soliciting, or receiving any assessment, subscription, contribution, whether voluntary or involuntary, for any municipal political purpose whatever.

ARTICLE X. HOURS OF EMPLOYMENT, ATTENDANCE AND LEAVE

- Section 1: The City Manager and/or department heads shall establish hours of employment and work schedules of employees with due consideration for the varying requirements of the different City operations. Whenever possible, hours of employment for employees in the same class of the same work shall be uniform. The City Manager and/or department heads may, for temporary periods, change the work schedule to accommodate business needs.
- Section 2: Holidays: The following paid holidays shall be provided for employees by the City of Dover:
- | | |
|------------------------|--------------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day/Indigenous People's Day |
| Washington's Birthday | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Day after Thanksgiving |
| Christmas Day | |
- When a holiday falls on a Sunday, the following Monday shall be declared a holiday for City Employees. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. The provisions of this section shall apply to regular full-time employees and on a pro rata basis to regular part-time employees.
- Section 3: Annual Leave: Annual leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. Annual leave shall

accrue from the date of original hire. An Employee may take annual leave only after the end of the probationary period. If an employee is terminated from employment with the City for any reason during the probationary period, no payment of annual leave will be made by the City. The posting of accrued leave shall occur each pay period in hourly units based on the employee's normal work day, or as otherwise prescribed by the City Manager. Normal work day shall be based on the number of hours usually assigned to an employee. This shall exclude overtime, call-ins or other unusual work assignments. For employees who work varying number of hours per day, the average hours per day over the pay cycle may be used as their normal work day. Accrued annual leave may not exceed three hundred (300) hours at any given time, excepting when upon application by an employee, the City Manager shall have granted an exception to this limitation. Any Annual leave to be taken shall be taken at the discretion of the employee's department head, and for department heads shall be taken at the discretion of the City Manager. The taking of annual leave will not be unreasonably denied. Accrual rates and other provisions related to the application for and usage of annual leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

Section 4: Personal Illness and Disability Leave: Personal illness and disability leave shall be afforded to regular full-time employees and on a pro rata basis to regular part-time employees. An employee must work twenty (20) or more hours per week to be eligible for disability leave. Personal illness and disability leave shall be considered a matter of grace and not a privilege and shall be allowed only in case of necessity and actual sickness, or disability of the employee. Employees who find it necessary to meet dental or doctor appointments or other illness prevention measures, including maternity, may also utilize personal illness leave time for such purposes, excepting when prior written City Manager and/or department head approval has been obtained, in which case no personal illness leave shall be charged. Personal illness leave, at the discretion of the City Manager and/or department head, may be granted in the instance of illness of a member of the employee's immediate family. At the discretion of the department head, a doctor's certificate may be required for absences due to illness or disability in excess of three (3) days. If the department head has a reasonable basis to believe or suspect an employee has abused personal illness leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days. Proof of illness or disability may be required at any time by the City Manager, department head or division head. Abuse of personal illness and disability leave privileges may be cause of dismissal. Personal illness and disability leave shall be recorded regularly in the personnel records and the Personnel Officer shall review all illness and disability related leave records periodically and shall investigate any cases which indicate abuse of the privilege. Accrual rates and other provisions related to the application for and usage of personal illness and disability leave are as specified in the appropriate collective bargaining agreements or as may be prescribed by the City Manager for each class of position in the Classified Service.

- Section 5: Injury Leave: All employees of the City who become injured while in the performance of their duties shall receive their regular salary while on injury leave, provided, however, that those who are covered by Workers' Compensation shall receive only the difference between Workers' Compensation and their regular rate of pay, by the City, for the first ninety (90) calendar day period of said job connected injury. The first ninety (90) calendar day period shall commence upon the first day the employee is out of work due to the job connected injury, but not including the day of the injury. At the expiration of the first ninety (90) day period, the employee shall receive the difference between Workers' Compensation and the employee's regular salary chargeable to their accrued annual and/or personal illness leave. Additionally, after expiration of the first ninety (90) day calendar period, the City Manager and/or department head may order a complete physical and/or mental examination of said employee by two registered physicians. If the report of their examination establishes the injury as one that permanently incapacitates said employee, application shall be made for retirement by the employee under the provisions of the New Hampshire Retirement Law. The commencement of payments under the New Hampshire Law shall end the Employer's obligation of payment on annual and/or accumulated personal illness leave and/or Workers' Compensation payments. Further, if it is determined by two registered physicians selected by the department head immediately after the employee is injured that said employee will not be able to return to his/her regular duties at any time in the future, the Employer shall not be obligated to pay the difference between Workers' Compensation and the employee's regular salary for the first ninety (90) calendar days of injury in compliance with this section. There will be a free exchange of medical data and reports during the period of incapacity and while such determinations are being made, and to facilitate such exchange, an incapacitated employee shall execute medical authorization directing his/her physician to release reports concerning the medical condition of the employee. Copies of such reports shall be provided to the employee.
- Section 6: Emergency Leave: Emergency leave may be granted by the City Manager without loss of pay for emergency purposes, which shall include: critical illness or death in the immediate family; if an employee is subpoenaed to appear before a court, public body or commission; and such other situations considered meritorious by the City Manager who shall certify allowance or disallowance of the emergency leave sought. Emergency leave shall be supplementary to, and not in restriction of, personal illness leave, annual leave or other eligible leave authorizations as herein provided. For the purpose of this section, immediate family shall be considered as spouse, children of either the member or spouse; mother, father, brother or sister of either the employee or spouse; grandchildren or grandparents of either the employee or spouse; or person residing in the same household, providing said person is not solely related to the member as a commercial tenant.
- Section 7: Military Leave: Any employee who is a member of the National Guard or Military Reserves, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such training, but not to exceed two (2) weeks in any one year, and any such leave shall not affect the

member's annual vacation leave. The amount of compensation paid to such employee for such leave of absence shall be the difference between the employee's compensation for military activities as shown by a satisfactory statement by military authorities giving the employee's rank, base pay and the amount of the employee's regular weekly pay. If the employee's base pay for military service is equal to or greater than the pay due as a City employee for the period covered by such military leave, then no payment shall be made.

Section 8: Other Leave: The City may grant other leaves of absence for employees with or without pay and/or benefits and/or service credit at the discretion of the City Manager.

Section 9: Care of Newborn Child (CNC): Each employee will be eligible for a leave of absence for care of a newborn child for a period of up to ninety (90) calendar days at any time within twelve (12) months from the date of birth inclusive of any period of disability, if applicable, associated with delivery. CNC Leave will be without pay, subject to any disability payments due but with full service credit and benefits. An employee may apply to the City Manager for an extension of CNC prior to expiration of the initial ninety (90) calendar days leave provided that: a) the employee will exhaust all vacation time prior to the start of any extended leave; and b) the request is substantiated by evidence that the child has a certified medical condition requiring extended parental attention and/or the operating needs of the City permit an extension of the leave; and c) that the total period of the initial CNC, vacation and the extended leave will not exceed 120 days from date of birth inclusive of any period of disability, if applicable, associated with delivery. Upon completion of the CNC leave, the employee shall return to work or be subject to disciplinary action. Upon completion of the CNC leave, the employee shall be reinstated to his/her position prior to his/her leave or other comparable position, except that in the event of a force reduction or reorganization, such employee will be treated in accordance with the layoff provisions contained herein. An employee on leave for CNC shall not be eligible to collect unemployment compensation. In the event a member applies for unemployment compensation during the period of CNC leave, he/she will be considered as having resigned. Nothing above will preclude a member from taking such leave by utilization of previously accrued and grandfathered personal illness leave and/or annual leave.

Section 10: Jury Duty: An Employee called as a juror will be paid the difference between the fee received for such service and the amount of straight-time earnings lost by reason of such service. Satisfactory evidence of such service must be submitted to the employee's immediate supervisor. Employees who are called to jury duty and are excused from jury duty for a day(s) shall report to their regular work assignment as soon as possible after being excused.

Section 11: Storm Days: When due to weather conditions, the City Manager determines that City services will be curtailed and/or limited, the affected employees so notified shall not be required to report to work, or employees who have reported for work shall be relieved without loss of pay. When an employee is unable to report to work due to weather conditions, and the City Manager has not curtailed and/or limited City services in accordance with the preceding paragraph, the employee may draw from his/her annual leave time or take a

personal day as provided for above in this Article. Employees who are not working due to other leaves of absence, injuries, or choice, shall not be compensated for storm days. All other personnel will receive pay on an hour for hour basis. The provisions of this Article shall apply to regular full-time and seasonal/temporary full-time employees, and on a pro rata basis to regular part-time and seasonal/temporary part-time employees.

ARTICLE XI. RETIREMENT AND OTHER BENEFITS

- Section 1: The Personnel Officer shall take the steps necessary to provide employees in the Classified Service of the City with membership in the State of New Hampshire Retirement System.
- Section 2: All regular full-time and regular part-time employees shall be eligible for participation in the City's health, dental and life insurance programs and other benefit offerings. Provisions related to types of coverage, eligibility and premium contributions are as specified in the appropriate collective bargaining agreements or as may be prescribed herein for each class of position in the Classified Service.
- Section 3: All employees of the City shall be subject to the benefits of Workers' Compensation regardless of their status in the City's service; whether an employee is considered regular, seasonal or temporary or full-time or part-time.

ARTICLE XII. SEPARATIONS AND DEMOTIONS

- Section 1: Demotions: The City Manager and/or a department head may reduce the wage rate of an employee within the range provided in the Pay Plan, or demote an employee for cause. A written statement for the reasons for any such action shall be filed with the Personnel Officer and a copy shall be filed in the employee's personnel folder. No disciplinary demotion shall be made to a lower class of position if such action would cause an employee in the lower class to be laid off as a result of such action.
- Section 2: Layoffs: The City Manager and/or a department head may lay off an employee in the Classified Service of the City by reason of shortage of work and/or funds, abolition of the position(s), other material changes in the organization, or for other reasons beyond the employee's control and which do not reflect discredit upon the service of an employee. No employee shall be laid off while another person in the same class in the department is employed on a probationary or temporary basis. Layoff of employees shall be made in inverse order of employment in the class and department involved. The City Manager and/or a department head shall give written notice to the employee of any proposed layoff and reasons therefore, two weeks before the effective date of the action. A copy of such notice shall be filed with the Personnel Officer.
- Section 3: Disciplinary Action: The City Manager, department head, or designated supervisory person may reprimand, orally or in writing; suspend, with or without pay; demote or dismiss an employee due to inefficiency, incompetence, misconduct, negligence, insubordination, or other sufficient cause. All disciplinary action shall be handled in a fair manner and shall be consistent with

the infractions for which the disciplinary action is being taken. All suspensions and discharges must be stated in writing and the reasons shall be communicated to the employee at the time of the suspension or discharge. Disciplinary actions will normally be taken in the following order:

- a) A documented Verbal Warning or supervisory counseling
- b) Written Warning
- c) Suspension With or Without Pay
- d) Demotion or Discharge

Notwithstanding the above, however, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge.

Section 4: Resignations: The resignation of an employee, once submitted, shall be deemed to have been accepted by the City and shall not be subject to the grievance procedure afforded herein.

ARTICLE XIII: GRIEVANCE PROCEDURE

A grievance shall be defined as an alleged violation, misinterpretation of and/or misapplication of the provisions of this Merit Plan with respect to one or more City employees covered by the rules and regulations contained herein. Grievances regarding the terms and conditions of this Merit Plan shall be processed in the following manner:

Step #1: Any grievance shall be filed by the employee, in writing, within ten (10) calendar days from the date of the occurrence of the violation. Such filing shall be made to the department head and shall contain an abbreviated statement as to the nature of the grievance and shall state specifically the areas which the employee, or a designated representative, feels have been violated. The employee shall be required to sign the original grievance filed with the department head. Within ten (10) calendar days of receipt of the grievance, the department head shall conduct an informal inquiry concerning the grievance and render a decision, in writing, by no later than the close of the normal business day of the tenth day. The time requirements under this step may be extended by mutual consent of the department head and the employee and/or the designated representative.

Step #2: If the aggrieved employee is not satisfied with the decision of the department head, or if no decision has been rendered within the ten (10) calendar day period as defined above, said employee may appeal his/her grievance, in writing, to the Personnel Officer within ten (10) calendar days of the receipt of the department head's decision, or that date upon which such decision should have been rendered, provided however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated. The Personnel Officer or a designated representative, shall hold an administrative hearing concerning the grievance within ten (10) calendar days of receipt of the aggrieved employee's appeal. The Personnel Officer or designated representative shall decide the grievance based upon the information supplied and any further information that he/she may request during or subsequent to the hearing. The Personnel Officer or designated representative shall render a

decision, in writing, within ten (10) calendar days from the close of the hearing, said procedure to take not more than thirty (30) calendar days from receipt of the original grievance by the Personnel Officer. The time limitations under Step #2 may be extended by mutual consent of the Personnel Officer and the aggrieved Employee, or his/her designated representative.

Step #3: If the decision of the Personnel Officer, or the designated representative, is found to be unsatisfactory, or if no decision has been rendered during the time period specified above, said employee may within ten (10) calendar days appeal, in writing, the decision of the Personnel Officer setting forth an abbreviated statement as to why said decision has been found unsatisfactory and those specific areas which have been violated to the Personnel Advisory Board. The Personnel Advisory Board shall conduct their first hearing session regarding the grievance within fifteen (15) calendar days from the date of its receipt, and shall render their decision, in writing, within fifteen (15) calendar days from the close of their final hearing date. The written report, which shall be advisory only in nature, containing the Personnel Advisory Board's findings and recommendation, shall be issued to the City Manager. The Personnel Advisory Board shall have no power to reinstate and employee unless it finds, after investigation, that the action was taken against the employee for discrimination as to sex, age, race, color, national origin, creed, religion, or political affiliations or other non-merit based factor. The City Manager, after consideration of said report and other pertaining information, shall file a written statement of his/her decision within ten (10) calendar days, and such decision shall be final.

ARTICLE XIV: SEPARABILITY

If any portion of these rules and regulations, or the application thereof, to any person or circumstance, should be held invalid or unenforceable, the remainder these rules and regulations shall remain in full force and effect.

FY2023 Dover Classification Plan

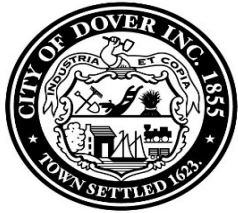
Classification Title	Pay Plan Grade	Union
ACCOUNT CLERK I	D07	DMEA
ACCOUNT CLERK II	D09	DMEA
ACCOUNTANT I	D13	DMEA
ACCOUNTANT II	D20	DMEA
ADMINISTRATIVE ASSISTANT	D13	non-union
ADMINISTRATIVE MANAGER	D15	non-union
ANIMAL CONTROL OFFICER	D12	DPA
AQUATIC FACILITY MANAGER	D16	DPEA
ARENA FACILITY MANAGER	D17	DPEA
ARENA PROGRAM - MARKETING SUPERVISOR	D16	DPEA
ASSISTANT CITY ENGINEER	D18	DPEA
ASSISTANT CITY MANAGER	D22	non-union
ASSISTANT CITY PLANNER	D17	DMEA
ASSISTANT FIRE MECHANIC	D13	non-union
ASSISTANT LIBRARY DIRECTOR	D19	DMEA
ASSISTANT REC DIRECTOR	D18	DPEA
ASSISTANT TAX ASSESSOR	D17	DMEA
BOOKKEEPER	D12	DMEA
BUILDING INSPECTOR	D15	DMEA
BUILDING MAINTENANCE MECHANIC	D08	DMEA
BUILDING OFFICIAL	D19	DMEA
BUSINESS DEVELOPMENT MANAGER	D19	non-union
BUSINESS DEVELOPMENT SPECIALIST	D14	non-union
CITY ATTORNEY	D24	non-union
CITY CLERK-TAX COLLECTOR	D19	non-union
CITY ENGINEER	D21	DPEA
CITY PLANNER	D19	DMEA
CITY TAX ASSESSOR	D18	DMEA
CITY TREASURER	D18	non-union
CLERK TYPIST I	D06	DMEA
CLERK TYPIST II	D08	DMEA
CUSTODIAN	D07	DMEA
DEPUTY CITY ATTORNEY	D21	non-union
DEPUTY CITY CLERK	D11	DMEA
DEPUTY CITY MANAGER	D24	non-union
DEPUTY COMMUNITY SERVICES DIRECTOR	D21	non-union
DEPUTY ECONOMIC DEVELOPMENT DIRECTOR	D14	non-union
DEPUTY FINANCE DIRECTOR	D21	non-union
DEPUTY INFORMATION TECHNOLOGY DIRECTOR	D20	non-union
DEPUTY PARKING MANAGER	D12	DPAAII
DEPUTY TAX COLLECTOR	D11	DMEA
DIRECTOR OF COMMUNITY SERVICES	D23	non-union
DIRECTOR OF ECONOMIC DEVELOPMENT	D24	non-union
DIRECTOR OF FINANCE	D23	non-union
DIRECTOR OF HUMAN RESOURCES	D20	non-union
DIRECTOR OF INFORMATION TECHNOLOGY	D23	non-union
DIRECTOR OF MEDIA SERVICES	D21	non-union
DIRECTOR OF PLANNING & CDBG	D21	non-union
DIRECTOR OF PUBLIC LIBRARY	D21	non-union
DIRECTOR OF PUBLIC WELFARE	D19	non-union
DIRECTOR OF RECREATION	D19	non-union
ELECTRICAL INSPECTOR	D15	DMEA
ENGINEERING TECHNICIAN	D15	DPEA
ENVIRONMENTAL PROJECTS MANAGER	D19	DPEA
EXECUTIVE ASSISTANT TO CITY MANAGER	D15	non-union
EXECUTIVE SECRETARY	D13	non-union
FIRE - RESCUE CHIEF	D23	non-union
FIRE ASSISTANT CHIEF	D20	DPFOA
FIRE CAPTAIN	D18	DPFOA
FIRE DEPUTY CHIEF	D21	DPFOA
FIRE DIVISION CHIEF	D19	DPFOA
FIRE LIEUTENANT	D16	DPFOA
FIRE MECHANIC	D15 D19	non-union
FIREFIGHTER-AEMT	D13	IAFF
FIREFIGHTER-EMT	D12	IAFF
FIREFIGHTER-PARAMEDIC	D15	IAFF
FIRE-HEALTH INSPECTOR	D15	DMEA

FY2023 Dover Classification Plan

Classification Title	Pay Plan Grade	Union
FIRE-LIFE SAFETY INSPECTOR	D15	DMEA
FLEET SUPERVISOR	D18	DPEA
HEAVY EQUIPMENT MECHANIC I	D12	AFSCME
HEAVY EQUIPMENT MECHANIC II	D13	AFSCME
HEAVY EQUIPMENT OPERATOR I	D11	AFSCME
HEAVY EQUIPMENT OPERATOR II	D13	AFSCME
HUMAN RESOURCES ASSISTANT	D14	non-union
INFORMATION TECHNOLOGY ADMINISTRATOR	D16	non-union
INFORMATION TECHNOLOGY TECHNICIAN	D13	non-union
INVENTORY COORDINATOR	D12	AFSCME
LABORER I	D08	AFSCME
LABORER II	D09	AFSCME
LIBRARIAN I	D13	DMEA
LIBRARIAN II	D15	DMEA
LIBRARY ASSISTANT I	D08	DMEA
LIBRARY ASSISTANT II	D10	DMEA
LIBRARY PAGE	D03	DMEA
MAINTENANCE MECHANIC I	D10	AFSCME
MAINTENANCE MECHANIC II	D11	AFSCME
MAINTENANCE MECHANIC III	D15	AFSCMEDPEA
MAINTENANCE SPECIALIST I	D11	AFSCME
MAINTENANCE SPECIALIST II	D13	AFSCME
MAINTENANCE SPECIALIST III	D16	AFSCMEDPEA
MANAGEMENT ANALYST	D13	non-union
OFFICE MANAGER	D12	DMEA
OFFICE SUPPORT ASSISTANT	D06	non-union
PARKING ENFORCEMENT OFFICER	D09	DPA
PARKING MANAGER	D17	non-union
PAYROLL & BENEFITS ADMINISTRATOR	D12	DMEA
PERSONNEL ASSISTANT	D11	DPAAII
PLANT&PUMP STATION SUPERVISOR	D17	DPEA
PLUMBING INSPECTOR	D15	DMEA
POLICE CAPTAIN	D21	DPAAII
POLICE CHIEF	D23	non-union
POLICE COMMUNICATIONS SUPERVISOR	D16	DPAAII
POLICE DEPUTY COMMUNICATIONS SUPERVISOR	D14	DPAAII
POLICE DISPATCHER I	D10	DPA
POLICE DISPATCHER II	D12	DPA
POLICE LIEUTENANT	D19	DPAAII
POLICE OFFICER I	D13	DPA
POLICE OFFICER II	D15	DPA
POLICE PREVENTION COORDINATOR	D16	non-union
POLICE PREVENTION PROGRAMMER	D12	non-union
POLICE PROSECUTOR	D19	DPAAII
POLICE RECORDS SUPERVISOR	D15	DPAAII
POLICE SERGEANT	D17	DPAAII
POLICE VICTIM-WITNESS ADVOCATE	D15	non-union
PROJECT MANAGER	D19	DPEA
PUBLIC WELFARE TECHNICIAN I	D13	DMEA
PUBLIC WELFARE TECHNICIAN II	D14	DMEA
PUBLIC WELFARE TECHNICIAN III	D15	DMEA
PUBLIC WORKS SUPERVISOR	D17	DPEA
PUMP STATION OPERATOR I	D11	AFSCME
PUMP STATION OPERATOR II	D13	AFSCME
PUMP STATION OPERATOR III	D15	DPEA
PURCHASING AGENT	D19	DMEA
RECREATION PROGRAM ASSOCIATE I	D04	non-union
RECREATION PROGRAM ASSOCIATE II	D05	non-union
RECREATION PROGRAM ASSOCIATE III	D06	non-union
RECREATION PROGRAM SPECIALIST I	D07	non-union
RECREATION PROGRAM SPECIALIST II	D08	non-union
RECREATION PROGRAM SPECIALIST III	D09	non-union
RECREATION PROGRAM SPECIALIST IV	D10	non-union
RECREATION PROGRAM SUPERVISOR	D13	DPEA
SEASONAL MAINTENANCE WORKER I	D05	non-union
SEASONAL MAINTENANCE WORKER II	D06	non-union
SEASONAL MAINTENANCE WORKER III	D07	non-union

FY2023 Dover Classification Plan

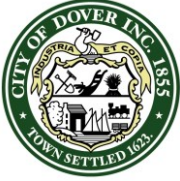
Classification Title	Pay Plan Grade	Union
SECRETARY I	D09	DMEA
SECRETARY II	D10	DMEA
SOLID WASTE ASSISTANT	D12	AFSCME
SOLID WASTE COORDINATOR	D17	DPEA
SUPERINTENDENT OF FACILITIES, GROUNDS & CEMETERIES	D20	DPEA
SUPERINTENDENT OF PUBLIC WORKS	D20	DPEA
SUPERINTENDENT OF UTILITIES	D20	DPEA
TAX ASSESSING DATA TECHNICIAN	D11	DMEA
TEEN CENTER COUNSELOR	D17	non-union
TELEVISION BROADCAST OPERATOR	D01	non-union
TRUCK DRIVER	D10	AFSCME
UTILITIES SYSTEM SUPERVISOR	D17	DPEA
WORKING FOREMAN	D16	DPEA
WWTP CHIEF OPERATOR	D17	DPEA
WWTP LAB TECHNICIAN	D13	DPEA
WWTP LAB/INDUSTRIAL PRETREATMENT COORDINATOR	D16	DPEA
WWTP OPERATOR I	D14	AFSCME
WWTP OPERATOR II	D16	AFSCME
WWTP SUPERVISOR	D19	DPEA



FY2023 Wage Schedule

City of Dover, NH

Grade/Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
D01	\$9.85	\$10.18	\$10.50	\$10.82	\$11.14	\$11.46	\$11.77	\$12.09	\$12.41	\$12.73	\$13.05	\$13.37	\$13.69	\$14.01	\$14.33
D02	\$10.59	\$10.93	\$11.27	\$11.61	\$11.95	\$12.29	\$12.63	\$12.97	\$13.32	\$13.66	\$14.00	\$14.34	\$14.68	\$15.02	\$15.36
D03	\$11.38	\$11.75	\$12.11	\$12.47	\$12.83	\$13.19	\$13.55	\$13.92	\$14.29	\$14.65	\$15.01	\$15.37	\$15.73	\$16.09	\$16.46
D04	\$12.24	\$12.63	\$13.03	\$13.42	\$13.81	\$14.20	\$14.60	\$15.00	\$15.39	\$15.78	\$16.18	\$16.57	\$16.96	\$17.35	\$17.75
D05	\$13.16	\$13.59	\$14.02	\$14.44	\$14.86	\$15.29	\$15.72	\$16.15	\$16.57	\$16.99	\$17.42	\$17.85	\$18.27	\$18.70	\$19.12
D06	\$14.14	\$14.60	\$15.06	\$15.52	\$15.97	\$16.44	\$16.89	\$17.34	\$17.81	\$18.26	\$18.72	\$19.17	\$19.64	\$20.09	\$20.55
D07	\$15.21	\$15.70	\$16.19	\$16.67	\$17.17	\$17.65	\$18.15	\$18.64	\$19.12	\$19.62	\$20.10	\$20.59	\$21.08	\$21.57	\$22.06
D08	\$16.34	\$16.87	\$17.39	\$17.91	\$18.43	\$18.96	\$19.47	\$20.00	\$20.52	\$21.04	\$21.56	\$22.09	\$22.60	\$23.13	\$23.65
D09	\$17.58	\$18.15	\$18.71	\$19.28	\$19.83	\$20.40	\$20.97	\$21.53	\$22.10	\$22.65	\$23.22	\$23.79	\$24.35	\$24.92	\$25.47
D10	\$18.89	\$19.49	\$20.10	\$20.71	\$21.32	\$21.92	\$22.53	\$23.14	\$23.74	\$24.35	\$24.96	\$25.57	\$26.17	\$26.78	\$27.38
D11	\$20.32	\$20.97	\$21.61	\$22.26	\$22.91	\$23.56	\$24.21	\$24.86	\$25.50	\$26.16	\$26.81	\$27.46	\$28.11	\$28.76	\$29.40
D12	\$21.84	\$22.54	\$23.24	\$23.94	\$24.65	\$25.35	\$26.05	\$26.75	\$27.46	\$28.16	\$28.86	\$29.56	\$30.27	\$30.97	\$31.67
D13	\$23.48	\$24.23	\$24.99	\$25.74	\$26.50	\$27.25	\$28.01	\$28.77	\$29.52	\$30.28	\$31.03	\$31.79	\$32.54	\$33.30	\$34.06
D14	\$25.24	\$26.04	\$26.85	\$27.66	\$28.47	\$29.28	\$30.08	\$30.90	\$31.70	\$32.51	\$33.32	\$34.13	\$34.94	\$35.74	\$36.56
D15	\$27.13	\$27.99	\$28.87	\$29.74	\$30.62	\$31.49	\$32.36	\$33.23	\$34.11	\$34.98	\$35.86	\$36.72	\$37.60	\$38.47	\$39.35
D16	\$29.16	\$30.09	\$31.03	\$31.97	\$32.90	\$33.84	\$34.78	\$35.71	\$36.65	\$37.59	\$38.52	\$39.46	\$40.40	\$41.33	\$42.27
D17	\$31.34	\$32.35	\$33.37	\$34.38	\$35.38	\$36.39	\$37.40	\$38.42	\$39.43	\$40.44	\$41.45	\$42.47	\$43.47	\$44.48	\$45.49
D18	\$33.70	\$34.78	\$35.87	\$36.95	\$38.04	\$39.12	\$40.20	\$41.29	\$42.37	\$43.46	\$44.54	\$45.64	\$46.72	\$47.81	\$48.89
D19	\$36.23	\$37.38	\$38.54	\$39.71	\$40.87	\$42.02	\$43.19	\$44.35	\$45.50	\$46.66	\$47.83	\$48.98	\$50.14	\$51.31	\$52.47
D20	\$38.94	\$40.19	\$41.45	\$42.70	\$43.96	\$45.21	\$46.47	\$47.72	\$48.98	\$50.25	\$51.50	\$52.76	\$54.01	\$55.27	\$56.52
D21	\$41.87	\$43.21	\$44.54	\$45.89	\$47.23	\$48.57	\$49.91	\$51.25	\$52.59	\$53.93	\$55.28	\$56.62	\$57.96	\$59.29	\$60.64
D22	\$45.01	\$46.45	\$47.90	\$49.35	\$50.79	\$52.24	\$53.69	\$55.14	\$56.59	\$58.03	\$59.48	\$60.93	\$62.37	\$63.82	\$65.26
D23	\$48.38	\$49.94	\$51.48	\$53.04	\$54.59	\$56.14	\$57.70	\$59.25	\$60.81	\$62.36	\$63.91	\$65.47	\$67.02	\$68.58	\$70.13
D24	\$52.01	\$53.67	\$55.35	\$57.02	\$58.70	\$60.36	\$62.03	\$63.71	\$65.38	\$67.04	\$68.72	\$70.39	\$72.06	\$73.73	\$75.40



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.06.22 - 135**

Resolution Re: Amended Promulgation of Land Acknowledgment

WHEREAS: The City of Dover recently established the ad hoc Committee on Racial Equity and Inclusion;

WHEREAS: The Committee acknowledges that the path to racial equity and inclusion begins with ensuring that the indigenous peoples that inhabited the land now known as Dover, NH thousands of years before the arrival of European settlers are recognized; and

WHEREAS: Land Acknowledgements are done to recognize and identify the first people who inhabited a place, to show respect, and to honor the land that is, and was, their homeland. It can be the first step towards reconciliation between the first people and the people who came to colonize a land that was already inhabited. Land Acknowledgements help prevent the colonial practice of erasure of the first peoples and invite true and accurate history to be taught and learned. Making a formal Land Acknowledgement fosters an atmosphere of respect, collaboration, and recognitions; and

WHEREAS: The Committee has consulted with representatives of the Abenaki, Pennacook, and Wabanaki peoples to prepare a statement that acknowledges and honors the people, past and present, who have stewarded the land we now call Dover, New Hampshire.

WHEREAS: The City promulgated a land acknowledgment by resolution on June 9, 2021 ([R-2021-05.26-080](#)), which would benefit from one technical correction set forth below:

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The City of Dover amends R-2021-05.26-080 and hereby adopts the following as the City's Land Acknowledgement statement:

“This (event/meeting/facility) takes place/is located at Cocheco (CO-chi-co) within **N’dakinna** (n-DA-ki-na), now called Dover, New Hampshire, which is the unceded traditional ancestral homeland of the Abenaki (a-BEN-a-ki), Pennacook and Wabanaki Peoples, past and present. We acknowledge and honor with gratitude the land, waterways, living beings, and the **Aln8bak (Al-nuh-bak)**, the people who have stewarded **N’dakinna** (n-DA-ki-na) for many millennia.”

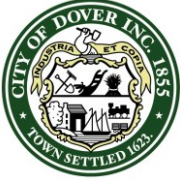
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Linnea Nemeth
Councilor At Large

Approved as to Legal
Form and Compliance: Joshua M. Wyatt
City Attorney

Recorded by: Susan M. Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.06.22 - 135**

Resolution Re: Amended Promulgation of Land Acknowledgment

DOCUMENT HISTORY:

First Reading Date:

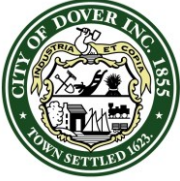
Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.1.

Resolution Number: **R - 2022.06.22 - 135**

Resolution Re: Amended Promulgation of Land Acknowledgment

RESOLUTION BACKGROUND MATERIAL:

The City Council Ad Hoc Committee on Racial Equity and Inclusion seeks to ensure that our community recognizes the history and legacy of the peoples that inhabited the land that we now call Dover, New Hampshire. One means to do this is public recognition of the indigenous peoples by way of an acknowledgement, such as the one included in this resolution.

The Committee on Racial Equity and Inclusion presents this Land Acknowledgement now as an important contribution to celebrating and honoring our history as we approach the 400th anniversary of the settling of this area.

The City Council mandate for the Committee is to develop an action plan containing recommendations outlining “existing and new steps to be taken to work to eliminate any potential relics of past systemic racism in municipal operations.” Included in this action plan will be steps to ensure equitable recognition of all peoples that have contributed to making Dover what it is today. These recommendations may include enhancing an existing memorial park, or a new commemoration in a public area.

For clarification, this resolution is not intended to formally create, waive, or impact anyone’s or the City’s real estate or other rights and obligations, but instead is a gesture meant to acknowledge and educate the public about history.

With respect to the current amendment, this land acknowledgment resolution mirrors the resolution passed in 2021 ([R-2021-05.26-080](#)), but the resolving clause here amends “on **N’dakinna**” to now say “within **N’dakinna**”, as the ancestral territory is larger than just the modern State of New Hampshire.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2022.06.22 – 136**
Resolution Re: B22069 2022-2023 Various Chemicals

WHEREAS: The City of Dover joined the Northeast/Merrimack Valley Chemical Consortium in a sealed Request for Bid (City of Dover, Internal bid #B22069) for various chemicals on an as-needed basis for several City departments. Results were received on June 3, 2022 at 1:00 p.m.; and

WHEREAS: The low bids meeting specifications were submitted by numerous vendors for requested chemicals at per unit prices. It is the recommendation to award to the low bidders for as-needed chemicals during the period of July 1, 2022-June 30, 2023 at rates outlined on the [results page](#); and

WHEREAS: Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing can be accomplished through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue purchase orders to vendors identified on the [results page](#) at rates provided in conjunction with Bid #B22069 for various as-needed chemicals. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	FY23 Appropriation	Balance
1000.1.350.45124.4612.00000.00	Indoor pool operating supplies	13,000.00	13,000.00
1000.1.350.45125.4612.00000.00	Thompson Pool operating supplies	19,000.00	19,000.00
5300.1.300.43320.4612.00000.00	Water Operating supplies	123,500.00	123,500.00
5320.1.300.43250.4612.00000.00	Sewer Operating Supplies	52,000.00	52,000.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2022.06.22 – 136**
Resolution Re: B22069 2022-2023 Various Chemicals

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.2.

Resolution Number: **R – 2022.06.22 – 136**

Resolution Re: B22069 2022-2023 Various Chemicals

RESOLUTION BACKGROUND MATERIAL:

The City of Dover joined the Northeast/Merrimack Valley Chemical Consortium along with other member New Hampshire cities of Concord, Jaffrey, Hooksett, Keene, Meredith, Nashua, Raymond and Salem, as well as approximately sixty (60) Massachusetts cities to solicit a request for bid for various chemicals for the 2022-2023 fiscal year.

A sealed request for Bid (City of Dover, Internal bid #B22069) was issued and received by the Northeast/Merrimack Valley Chemical Consortium for various chemicals for several City departments on June 3, 2022 at 1:00 p.m. with per unit rates to hold for the period of July 1, 2022 to June 30, 2023. The low bids meeting specifications were submitted by numerous vendors for requested chemicals at rates specified on the [results page](#). Bid prices took into consideration any fuel adjustments during the contract period.

Per 5-29B, Exemptions to Competitive Bidding of the Dover Purchasing Procedure, the Purchasing Agent may, with approval of the City Manager, waive bidding procedures when purchasing can be accomplished through the State of New Hampshire or at state bid prices, other governmental agencies or cooperative buying groups.

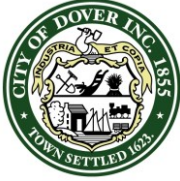
Award Information:

Purchase orders will be issued to low bidders of each chemical for one year to authorize expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	80	Number of Responses:	24
Warranty:	Meets Specifications	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	One Year (June 30, 2023)	Estimated Delivery:	As Needed
Recommended Award to:	Various Vendors (Low Bidders)	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase may exceed the \$25,000 amount requiring Council approval.

[B22069 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.06.22 – 137**

Resolution Re: **B22078 Bituminous Concrete (Asphalt) Picked Up**

WHEREAS: A sealed Request for Bid #B22078 was requested and received for Bituminous Concrete (Asphalt) to be picked up on an “as needed” basis on June 7, 2022 at 3:00 p.m.; and

WHEREAS: The City requested pricing on four separate material items that include 1” Base, ¾” Binder, ½” Wearing and Hand-placed. All materials will be picked up by City personnel or by City authorized contractors at the vendor’s location on an “as needed” basis; and

WHEREAS: The City received one response which was reviewed for necessary qualifications, experience, costs, and plant location in proximity to Dover, NH. It is the recommendation to accept the proposal submitted by Brox Industries, Inc. of Dracut, MA for bituminous concrete (asphalt) to be picked up on an “as needed” basis for ¾” Binder at \$75.00 per ton and ½” Wearing at \$75.00 per ton.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue purchase orders to Brox Industries, Inc. of Dracut, MA for the purchase of bituminous concrete (asphalt) to be picked up on an “as needed” basis at \$75.00 per ton for both ¾” Binder and ½” Wearing. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	FY23 Appropriation	Balance
1000.1.300.43121.4715.00000.00	Streets - Land Improvement	2,241,451	2,241,451

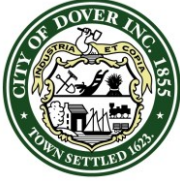
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.06.22 – 137**

Resolution Re: B22078 Bituminous Concrete (Asphalt) Picked Up

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.3.

Resolution Number: **R – 2022.06.22 – 137**

Resolution Re: **B22078 Bituminous Concrete (Asphalt) Picked Up**

RESOLUTION BACKGROUND MATERIAL:

Depending upon the quantity and varying types of different up-coming city road construction or rehabilitation projects, the City will have the need to acquire bituminous concrete / asphalt on an “as needed” basis to be picked up at the asphalt manufacturing plant located in Rochester, NH (through the end of December 2022; alternate location for winter season in Dracut, MA), either utilizing city vehicles or private contractors with whom the City has an agreement for vehicle / operator rental services.

The bituminous concrete must meet the most current NHDOT Standard Specifications for road construction. The total estimated annual quantity on all items for FY2023 is projected to be 3,000 tons at \$75.00 per ton or \$225,000.00. City staff may cut back slightly on amount of cut and patch used due to asphalt pricing and budget considerations where FY2022 pricing per ton was at \$64.00 per ton.

Bid Information:

A sealed Request for bid #B22078 was requested and received for Bituminous Concrete (Asphalt) to be picked up on an as-needed basis on June 7, 2022 at 3:00 p.m.

Award Information:

A purchase order will be issued to Brox Industries, Inc. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations emailed:	141	Number of Responses:	1
Warranty:	Per Manufacturer	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	6/30/2023	Estimated Delivery:	As needed
Recommended Award to:	Brox Industries, Inc.	Fund:	Various
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22078 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2022.06.22 – 138**

Resolution Re: B22074 Wastewater Treatment Facility (WWTF) Biosolids Disposal Services

WHEREAS: A sealed Request for Proposal (RFP) #B22074 was requested and received for the Wastewater Treatment Facility (WWTF) Biosolids Disposal Services on June 1, 2022 at 3:00 p.m.; and

WHEREAS: Two (2) bid responses were received and reviewed for necessary qualifications, experience, understanding of project scope, approach for completing the work, references, commitment to project timeline, preference for recycling or beneficial use over disposal of biosolids, as well as proposal costs. The term of the contract will be for a period of one year starting on July 1, 2022 with the option to extend for two additional one-year terms subject to funding approval by the City Council, as well as to not exceed the Consumer Price Index (Boston); and

WHEREAS: It is the recommendation to accept the proposal from the low bidder submitted by Waste Management of New Hampshire, Inc. of Rochester, NH in the amount of \$155.00 per wet ton; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a purchase order to Waste Management of New Hampshire, Inc. of Rochester, NH for biosolids disposal services at the WWTF at the rate of \$155.00 per wet ton. The City Manager, or designee, is hereby authorized to contract with the vendor consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing			
Account	Description	FY23 Appropriation	Balance
5320.1.300.43256.4421.00000.00	CS-Sewer-WWTP-Waste Disposal Services	396,255.00	396,255.00

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2022.06.22 – 138**

Resolution Re: B22074 Wastewater Treatment Facility (WWTF) Biosolids
Disposal Services

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.4.

Resolution Number: **R – 2022.06.22 – 138**
Resolution Re: B22074 Wastewater Treatment Facility (WWTF) Biosolids Disposal Services

RESOLUTION BACKGROUND MATERIAL:

The City requested sealed proposals for the transport and management of wastewater biosolids generated at the City's wastewater treatment facility located at 484 Middle Road.

The City of Dover operates an activated sludge wastewater treatment facility with primary settling basins. The current annual average daily flow is 3.0 MGD. The dewatered sludge is a blend of primary and secondary (waste activated) sludge. Dewatering is accomplished with screw presses and the solids content of the dewatered sludge is expected to range from 25% ODS (oven-dried solids) to 33% ODS. Based on historical production and anticipated dewatering performance, total annual dewatered sludge production is expected to range from 2,500 wet tons to 3,500 wet tons.

Award Information:

A purchase order will be issued to Waste Management of New Hampshire, Inc. to authorize future expenditures.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	45	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	One year (6/30/2023)	Estimated Delivery:	FY2023
Recommended Award to:	Waste Management of New Hampshire, Inc.	Fund:	WWTF
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation

[B22074 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2022.06.22 – 139**
Resolution Re: B22076 Bobcat E88 Compact Excavator or Equivalent

- WHEREAS: A sealed Request for Bid (RFB) #B22076 was issued and received for one (1) Bobcat E88 Compact Excavator or Equivalent on June 7, 2022 at 2:00 p.m.; and
- WHEREAS: Five bid responses were received and reviewed, including one “no bid” response, for necessary qualifications, experience, project understanding, possession of a satisfactory record of performance, as well as cost and delivery timeline; and
- WHEREAS: It is the recommendation to accept the cost proposal submitted by Alta Equipment Co. of Concord, NH for an acceptable equivalent compact excavator. While not the lowest cost proposal, Alta Equipment Co. is the only vendor that was able to comply with the delivery expectation of 90 calendar days, having the equipment in stock at their location in Concord, NH, as well as meeting all bid specifications. The unit proposed is a JCB Model 86C compact excavator in the amount of amount of \$115,500.00, with an additional \$2,400.00 for the 18” Quick Attach Trenching Bucket, \$6,625.00 for the 52” Quick Attach Tilting Grading Bucket, \$27,000.00 for the Bucket Rotator Quick Attach, as well \$5,677.44 for a 4,000-hour extended warranty for 60-months for a grand total of \$157,202.44.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order to Alta Equipment Co. of Concord, NH for a new JCB Model 86C compact excavator with optional equipment items and extended warranty in the total amount not to exceed \$157,202.44. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Account	Description	Appropriation	Balance	Charge
5300.1.300.43320.4743.03512.21.001	Water Share - Heavy Equipmer	40,000.00	17,223.00	12,826.00
5320.1.300.43250.4743.04512.19.000	Sewer - Heavy Equipment	40,000.00	7,125.00	7,125.00
5320.1.300.43250.4743.04512.21.000	Sewer - Heavy Equipment	40,000.00	40,000.00	40,000.00
5320.1.300.43250.4743.04512.22.000	Sewer - Heavy Equipment	40,000.00	40,000.00	40,000.00
5320.1.300.43250.4743.04512.23.000	Sewer - Heavy Equipment	40,000.00	40,000.00	40,000.00
4023.1.300.43121.4743.03110.23.000	Heavy Vehides	450,000.00	68,878.87	17,251.44
			Total	157,202.44

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal: Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2022.06.22 – 139**

Resolution Re: B22076 Bobcat E88 Compact Excavator or Equivalent

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.5.

Resolution Number: **R – 2022.06.22 – 139**

Resolution Re: B22076 Bobcat E88 Compact Excavator or Equivalent

RESOLUTION BACKGROUND MATERIAL:

The City of Dover requested bids for the purchase of one (1) Bobcat E88 compact excavator or equivalent. Alta Equipment Co. offered an equivalent in stock unit, provided an onsite demonstration for evaluation and it was found to adequately meet the needs of the department, as well as meeting all bid specifications. The unit is a JCB Model 86C in the amount of \$115,500.00. The request for award also includes an optional 18” Quick Attach Trenching Bucket in the amount of \$2,400.00, a 52” Quick Attach Tilting Grading Bucket in the amount of \$6,625.00, a Bucket Rotator Quick Attach in the amount of \$27,000.00, as well as a 4,000-hour extended warranty for 60-months in the amount of \$5,677.44 for a grand total of \$157,202.44.

Bid Information:

A sealed Request for Bid (RFB) #B22076 was issued and received for one (1) Bobcat E88 Compact Excavator or Equivalent on June 7, 2022 at 2:00 p.m.

Award Information:

A purchase order will be issued to Alta Equipment Co. to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Emailed:	150	Number of Responses:	4 / plus one “no bid”
Warranty:	Per Manufacturer plus extended 60-month	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	No
Prices will hold for:	Until Complete	Estimated Delivery:	In Stock
Recommended Award to:	Alta Equipment Co.	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22076 Bid Documents](#)



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2022.06.22 – 140**

Resolution Re: Residential Pay-As-You-Throw Trash Bags for FY23

WHEREAS: The City had been experiencing delays and shortages in residential pay-as-you-throw trash bags, therefore, requested a proposal from an alternate vendor, Boxes and Bags Unlimited of Lewiston, ME, in February 2022 to assist in meeting the demand at that time; and

WHEREAS: On February 9, 2022, City Council approved via resolution [R-2022.02.09-032](#) an agreement with Boxes and Bags Unlimited for the purchase of residential pay-as-you-throw trash bags through June 30, 2022; and

WHEREAS: Boxes and Bags Unlimited provided a quote to produce the same quality bags for an order of 725 cases of small and 1,250 cases of large bags beginning July 1, 2022 through June 30, 2023 in the amount not to exceed \$151,566.00; and

WHEREAS: Per 5-28.B, Exemptions to Competitive Bidding; Waiver. Competitive bidding may be waived by a majority vote of the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a Purchase Order to Boxes and Bags Unlimited of Lewiston, ME for residential pay-as-you-throw drawstring trash bags in the amount not to exceed \$151,566.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.

Financing

Account	Description	FY23 Appropriation	Balance	Charge
3320.1.300.43230.4612.00000.00	Operating Supplies	142,267.00	142,267.00	142,267.00
3320.1.300.43230.4840.00000.00	Contingency	9,299.00	9,299.00	9,299.00
			Total	151,566.00

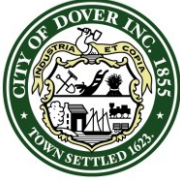
AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal
Form and Compliance: Joshua Wyatt
City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2022.06.22 – 140**

Resolution Re: Residential Pay-As-You-Throw Trash Bags for FY23

DOCUMENT HISTORY:

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.6.

Resolution Number: **R – 2022.06.22 – 140**

Resolution Re: Residential Pay-As-You-Throw Trash Bags for FY23

RESOLUTION BACKGROUND MATERIAL:

The City's current trash bag supplier has not been able to meet regular demand, nor complete full orders. Partial orders are arriving late, which has kept staff scrambling to get local vendors and stores supplied with bags. The current bag vendor has also not delivered a Performance Bond, as required per the City's contract documents. Staff have been concerned about running out of the specialized pay-as-you-throw (PAYT) green bags, which specifically have the City of Dover logo stenciled on the bags. The PAYT bags help fund the City's curbside solid waste collection program.

To ensure the City does not run out of the PAYT bags, staff recommend engaging a relatively local, regional vendor for a supplemental source of bags. Based on discussion with other PAYT communities, Boxes and Bags Unlimited (B&BU) comes very highly recommended. B&BU has apparently stepped in on an interim basis to supply PAYT bags for a couple of Massachusetts communities. B&BU can provide nearly identical bags as Dover's current PAYT bags. They will be 1.5 mil thick, with an integral tie strap heat-molded into the top. Municipalities have expressed they are very comfortable with the quality of the bags, and the timeliness of deliveries and orders with B&BU. City Council approved via resolution [R-2022.02.09-032](#) an agreement with Boxes and Bags Unlimited for the purchase of residential pay-as-you-throw trash bags through June 30, 2022.

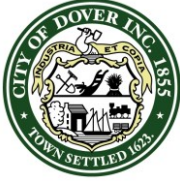
The City has been very pleased with the quality and service provided by Boxes and Bags Unlimited, therefore, is requesting to continue an agreement with this vendor for the purchase of residential pay-as-you-throw trash bags for fiscal year 2023. The early review of the bags supplied by B&BU shows better consistency in the color and pigmentation of the bags. The new bags also appear to have a much stronger tie strap, although side-by-side strength testing has not been conducted. Staff have been very happy with the new supply.

Award Information:

A purchase order will be issued to Boxes and Bags Unlimited to authorize expenditure outlined in this resolution.

Purchasing Information:

Type:	Purchase order	Advertised:	N/A
Invitations Mailed:	N/A	Number of Responses:	N/A
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	6/30/2023	Estimated Delivery:	As Needed
Recommended Award to:	Boxes and Bags Unlimited	Fund:	Waste Mgmt/Fund 3320
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Waive competitive bidding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2022.06.22 – 141**
Resolution Re: B22067 Dover City Hall Clock Tower Restoration and
FY2022 CIP Appropriation Non-Debt Financed

- WHEREAS: A sealed Request for Proposal (RFP) #B22067 was issued and received for the restoration of the Dover City Hall clock tower on May 26, 2022 at 2:00 p.m. A mandatory pre-proposal meeting was held on May 10, 2022 at 3:00 p.m. with six vendors attending; and
- WHEREAS: The City received two bid replies which were reviewed for understanding of the project, qualifications and experience on similar type projects including subcontractors, possession of a satisfactory record of performance, commitment to project time line, and proposal costs. The lowest responsive and responsible bid was submitted by Careno Construction Company, LLC of Portsmouth, NH; and
- WHEREAS: It is the recommendation to accept the bid submitted by Careno Construction Company, LLC of Portsmouth, NH in the Base Bid Amount of \$364,500.00, Add Alternate No. 1 (Removal of City Hall Communication Tower) in the amount of \$26,500.00 and Add Alternate No. 2 (Complete Replacement of the Copper Sheeting) in the amount of \$185,000.00 for a total bid amount of \$576,000.00; and
- WHEREAS: The adopted FY2022 CIP reflected \$250,000.00 in FY2024 for City Hall Improvements, and the FY2023 CIP did not reflect the \$250,000.00 in FY2024 for City Hall Improvements, of which a portion of that funding was to be used towards the City Hall Clock Tower Restoration, the City Council desires to make the public improvements and to finance the improvements through the use of General Fund Capital Reserve fund; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

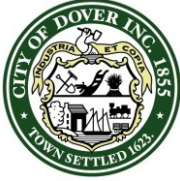
The following capital project is appropriated for \$80,000.00 and to be financed with a transfer from the General Fund Capital Reserve Fund and the Finance Director is authorized to transfer the funds from the respective Reserve Fund in the amount listed:

Item #	Description	Appropriation	Funding	Fund
1	City Hall Structural Improvements	\$80,000	General Fund Capital Reserve	Trust
	Total	\$80,000		

FURTHER, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL THAT:

The Purchasing Agent is hereby authorized to issue a purchase order to Careno Construction Company, LLC for the renovation of the Dover City Hall clock tower in the amount not to exceed \$576,000.00. The City Manager, or designee, is hereby authorized to contract with the vendor, consistent with the Purchase Order authorized herein.

The amount of this authorization shall be limited so as not to exceed available funding.



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2022.06.22 – 141**
Resolution Re: B22067 Dover City Hall Clock Tower Restoration and
FY2022 CIP Appropriation Non-Debt Financed

Financing

Account	Description	Appropriation	Balance	Charge
4022.1.190.41941.4725.01101.22	City Hall Structural Improveme:	580,000.00	577,988.56	576,000.00
			Total	576,000.00

NOTE: This resolution requires a duly advertised public hearing and a 2/3 majority vote according to C6-6 of the City Charter.

AUTHORIZATION

Approved as to Funding: Daniel R. Lynch
Finance Director

Sponsored by: Mayor Robert Carrier
By Request

Approved as to Legal Joshua Wyatt
Form and Compliance: City Attorney

Recorded by: Susan Mistretta
City Clerk



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2022.06.22 – 141**
Resolution Re: B22067 Dover City Hall Clock Tower Restoration and
FY2022 CIP Appropriation Non-Debt Financed

DOCUMENT HISTORY:

First Reading Date:	Public Hearing Date:
Approved Date:	Effective Date:

DOCUMENT ACTIONS:

VOTING RECORD		
Date of Vote:	YES	NO
Mayor Robert Carrier		
Deputy Mayor Dennis Shanahan		
Councilor Michelle Muffett-Lipinski, Ward 1		
Councilor Robert Hinkel, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Debra Hackett, Ward 4		
Councilor Fergus Cullen, Ward 6		
Councilor Linnea Nemeth, At Large		
Councilor Lindsey Williams, At Large		
Total Votes:		
Ordinance does does not pass.		



CITY OF DOVER

CITY OF DOVER - RESOLUTION

Agenda Item#: 13.B.7.

Resolution Number: **R – 2022.06.22 – 141**
Resolution Re: B22067 Dover City Hall Clock Tower Restoration and
FY2022 CIP Appropriation Non-Debt Financed

RESOLUTION BACKGROUND MATERIAL:

This resolution makes an appropriation for a FY2022 Capital Improvements Program (CIP) project financed by a transfer from the General Fund Capital Reserve in the amount of \$80,000.00.

The General Fund Capital Reserve currently has an available balance of \$152,020.00. The proposed uses of the General Fund Capital Reserve as outlined in the FY2023-2028 CIP results in a minimum balance of \$179,400.00 being available. Therefore, it has been determined that the General Fund Capital Reserve can accommodate the use of \$80,000.00 for the proposed project.

The City solicited a Request for Proposal for the restoration of the Dover City Hall Clock Tower. The scope of work includes, but is not limited to the repair and restoration of the gold leaf dome, copper roofing, metal sheeting and clock faces where water intrusion has impacted the areas; repair/replacement of wooden blockings throughout the base of dome; repair/replacement of steel shaft; repair/replacement of louvers at the bell tower level; evaluation and repair of wiring within the bell and clock tower; removal and replacement of the wooden bead board ceiling; restoration of exterior dome; repair clock hands and mechanism; replacement of clock glass on clock face in front of building; replace roof access door at lower level of clock tower; scrape and paint exterior of windows; and scrape and paint all exterior surfaces.

Bid Information:

A sealed Request for Proposal (RFP) #B22067 was issued and received for the restoration of the Dover City Hall clock tower on May 26, 2022 at 2:00 p.m.

Award Information:

A purchase order will be issued to Careno Construction Co., LLC to authorize expenditures as outlined in this resolution.

Purchasing Information:

Type:	Purchase Order	Advertised:	Yes
Invitations Mailed:	450	Number of Responses:	2
Warranty:	N/A	Terms:	Net 30, FOB Dover
Work Bonded:	No	Contract:	Yes
Prices will hold for:	Until Complete	Estimated Delivery:	12/31/2022
Recommended Award to:	Careno Construction Co., LLC	Fund:	CIP
Other Approvals Required:	No	References Checked:	Satisfactory
Previously Worked for City:	Yes	Reason for Council Approval:	Purchase to exceed the \$25,000 amount requiring Council approval subsequent to a bid solicitation.

[B22067 Bid Documents](#)